

CLASS SPECIFICATION
Wastewater Operations Group Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates and directs the operations and maintenance of the City's wastewater collection and treatment plants, systems, facilities and related appurtenances in compliance with state and federal requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for planning, organizing and directing all operations and maintenance activities for the wastewater collection and treatment system, facilities and equipment, ensuring compliance with all federal and state environmental requirements. Incumbents are responsible for formulating and developing assigned divisions' goals and objectives as related to the bureau's overall goals and for directing day-to-day activities of the assigned divisions. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. The work of this class involves significant accountability and decision-making responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned divisions; with subordinate managers, develops, implements and monitors work plans to achieve group mission, goals and performance measures; directs the development of and monitors performance against the biennial group budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and

participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs and participates in analyses and prepares recommendations and reports on treatment plant operations and maintenance, regulatory compliance issues and requirements, capital development, staffing requirements and other technical and management issues; determines the time, equipment, material and personnel requirements for major projects.
5. Oversees and evaluates treatment plant operations to ensure compliance with federal, state and local requirements and to maintain processes at an optimal and cost-effective level; directs programs, projects and operational changes to meet these requirements.
6. Through subordinate managers, ensures operational status of the wastewater treatment plant systems, facilities and processes; ensures treatment standards and goals are achieved through the proper operation and maintenance of facilities and equipment.
7. Monitors, researches, develops and recommends improvements, modifications, enhancements and changes to the plant's process control and SCADA systems.
8. Directs the maintenance, repair and operations of the wastewater collection system.
9. Prepares a variety of special and recurring studies and reports; develops recommendations to improve operations and efficiency; coordinates group activities with other bureaus and agencies.
10. Prepares and submits required regulatory reports to state and federal environmental agencies.
11. Directs the improvement of management systems, processes and measurement techniques to improve division operations and effectiveness.
12. Ensures the City's safety program and goals are implemented and carried out in the assigned areas of responsibility; develops and proposes safety requirements.
13. Provides technical assistance to staff.
14. Confers with and advises City staff, consultants, engineers and contractors regarding wastewater treatment-related needs and requirements.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of administering and operating a large, state-of-the-art wastewater treatment plant and a large wastewater collection system.
2. Applicable federal, state and local laws, regulations and policies.
3. Equipment and material requirements for plant operations.
4. Construction management methods and techniques.
5. Safety regulations associated with wastewater treatment plant operations.

6. Principles and practices of budgeting and purchasing, including the preparation of bid specifications.
7. Records management requirements and procedures.
8. Principles and practices of effective human resources management and supervision and labor relations.
9. Computer software applications related to the work, including modern, state-of-the-art process control and SCADA systems.

Ability to:

1. Analyze complex technical and operational issues and problems, evaluate alternatives and reach sound conclusions and recommendations for action and improvement.
2. Understand, interpret, explain and apply local, state and federal environmental protection requirements.
3. Direct supervision of the operations and maintenance of equipment commonly found in wastewater treatment plants and wastewater collection systems.
4. Monitor and maintain plant processes at an optimal and cost-effective level.
5. Organize work schedules for a continuous, around-the-clock operation.
6. Prepare technical reports on plant operations.
7. Read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring and pneumatic diagrams.
8. Perform computer calculations as necessary to determine operational parameters.
9. Establish and maintain effective working relationships with City management, employees, regulatory agency officials, consultants and contractors, employees, labor organizations, and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in civil engineering, public or business administration, or a closely related field; and at least 10 years of progressively responsible wastewater collection and treatment experience, at least five years of which were at a management level; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

2012 SENIOR ENVIRONMENTAL SERVICES MANAGER. Adopted: 01-19-82; Revised: 05-15-84, 06-01-91, 07-01-92

June 2009 - Change Job Class number from 7637 to 30000676, due to system change.