

WASTEWATER UTILITY MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Wastewater Utility Division within the Environmental Utilities Department including wastewater treatment and collection, laboratory analyses, pretreatment program, plant maintenance and recycled water; to coordinate the division's activities with other divisions and departments; and to provide highly complex staff assistance to Director of Environmental Utilities.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from Assistant Environmental Utilities Director.

Exercises direct supervision over assigned management, supervisory, professional, technical and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, and direct wastewater utility activities, including operation and mechanical/electrical maintenance of water and wastewater treatment plants and related facilities, operation of the environmental laboratory, and direction of recycled water activities and the industrial waste program.

Direct, oversee and participate in the development of the Wastewater Utility Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Wastewater Utility Division budget and assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division and department.

Direct the operation and maintenance of wastewater treatment plants and related wastewater utility facilities, including collection mains and pumping stations; oversee activities of the environmental laboratory.

Direct and oversee wastewater capital improvement projects as relative to scope, complexity and cost implications, including review of significant issues with developers and private engineers and other consultants.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of engineering design and analysis related to industrial and wastewater treatment, including disposal and recycled water production processes.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

#### Ability to:

Organize and direct Wastewater Utility Division operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Five years of increasingly responsible experience in professional wastewater industry, including two years of supervisory responsibility.

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in civil engineering, environmental engineering, business or public administration or a related field.

License or Certificate

Possession of a valid California driver's license.

Possession of a current certificate of registration as a Professional Civil Engineer in California is highly desirable.

09-12-22

02-02-06

07-01-01 Wastewater Utility Manager

09-02-98 Environmental Engineer

10-15-97

Wastewater Utility Manager

- 4 -

09-25-97

06-28-95

04-01-89