

SOUTH BAYSIDE SYSTEM AUTHORITY

Job Description

September 2010

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee

JOB TITLE: Operations and Maintenance Manager

FLSA: Exempt

SUMMARY: Under general guidance of the Manager, manages, plans, coordinates, and reviews the operation and maintenance of the wastewater treatment equipment and facilities; ensures effective operation and maintenance with all regulatory requirements. Individual must possess the knowledge skills and ability to monitor, analyze, deduce, and correct conditions associated with complex technical conditions or human behavior in order to protect staff safety, regulatory compliance and advance the SBSA mission. Must be willing to work under difficult conditions while maintaining a high quality and effective decision making process. Must be able to effectively communicate orally and in writing complex technical phenomenon. Must be able to motivate and lead personnel in a collaborative and inclusive manner and simultaneously promote the department and SBSA missions. Meets or exceeds program and project goals while also developing better operating methods to promote continuous improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Manages, plans, organizes, coordinates, directs and reviews the operations and maintenance activities, including protection and repair of, a wide variety of wastewater systems including a Class V wastewater treatment plant, an eight mile force main, five pump stations, and the operation and maintenance of a recycled water production process.
- Oversees and prioritizes the process control operation of wastewater treatment and recycled water processes, the preventative, predictive and corrective maintenance work activities and determines adjustments; monitors laboratory results, initiates new or additional process control laboratory testing.
- Maintains compliance with NPDES permit, state certification requirements of Operations staff and other regulatory mandates, assists in the development of safety policy for the Authority; manages Operations and Maintenance Department and some SBSA wide programs. May serve as the designated Chief Plant Operator for SBSA to the State Water Resources Control Board, Office of Operator Certification.
- Develops inclusive organizational strategy, maintains supportive and collaborative cultures, structures and systems to maximize personnel and organizational

effectiveness. Creates performance dimensions, reviews assignments, makes selection of, trains, and evaluates subordinate personnel.

- Understands and implements SBSA policy and procedures.
- Evaluates and hires personnel in various subordinate positions. Performs employee performance evaluations and disciplinary actions as needed.
- Manages projects such as capital projects for plant expansion, improvements, and replacement, responsible for maintaining and expanding the plant SCADA and automation systems.
- Manages programs; selects program managers, establishes program goals and objectives, oversees progress, initiates solutions.
- Performs strategic planning for long term needs, manages and prepares budget estimates, ensures the compilation and maintenance of operations and maintenance records. Prepares reports. Requisitions materials, supplies, and equipment according to SBSA policy.
- Oversees the direction of emergency and wet weather response.
- Acts as SBSA Manager as needed.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative examples of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities, however, it is not a comprehensive list of all duties and responsibilities.

Knowledge of:

Operation and maintenance of a large activated sludge wastewater treatment facility, including production of reclaimed water meeting CA Title 22 unlimited reuse requirements, the operation and maintenance of, including the protection and repair of, an eight mile forcemain and related pump stations.

Local, state, and federal laws and regulations guiding wastewater plant operations and maintenance.

Advanced Leadership techniques - specifically, inclusive management utilizing knowledge, skills and abilities of subordinate employees, including supportive management.

Biology, chemistry, and mechanics.

Best management practices and effective management strategies.

Materials; equipment operation and repair.

Modern office methods and procedures.

Office equipment such as computer, printer, fax machine, photocopier.

Word processing, spreadsheet and other related software applications.

Ability to:

Train, plan, organize, and direct the work of others.

Interpret plant piping and distribution diagrams.

Interpret control tests and direct the adjustment of process operations accordingly.

Maintain records; prepare reports.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate PC and related software applications.
Effectively organize and prioritize assigned work.
Empower subordinates to accomplish work and function in an inclusive and collaborative organizational structure to effectively accomplish all work and assignments.
Establish and maintain effective working relationships with subordinate personnel and other persons associated with SBSA.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Ten (10) years supervisory experience in the operation and maintenance of a wastewater treatment plant; at least five (5) of which have been in a management capacity of a grade V plant.
California Grade IV or V Wastewater Operators Certificate.
Valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have the ability to: see to drive vehicles, read fine print and video display terminals; hear well enough to converse on the telephone, radio and in person over the noise of machinery; speak well enough to converse on the phone, radio and in person over the noise of machinery; speak English well enough to be understood by diverse groups; smell odors; move fingers and hands dexterously; climb stairs and ladders; bend, stoop, kneel, stretch, reach, climb, stand and sit for long periods of time; use computers, calculators, and other office equipment. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee is frequently required to stand and walk for an extended period.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to fumes and odors, works at heights, and works with and around machinery having moving parts. The employee is occasionally exposed to outside weather conditions and uses agency owned or personal vehicles and occasionally works evenings or on weekends. The noise level in the work environment is usually minimal.