

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## WASTEWATER DIVISION MANAGER

### JOB PURPOSE

Under general direction, to plan, organize and supervise the operation and maintenance of the City's wastewater treatment plant and related facilities to ensure efficient wastewater treatment in compliance with applicable regulations and standards; to design, modify and assist in the planning of upgrades and replacement of electrical service and instrumentation control; investigate and troubleshoot the repair and maintenance of electrical equipment, machinery, control panels, circuitry, alarm and operation control systems.

### EXAMPLES OF DUTIES

#### Essential Duties:

- Plans, assigns and supervises the work of personnel engaged in wastewater treatment;  
Initiate, supervise and participate in the complex maintenance and repair of electrical and mechanical equipment and instrumentation systems.
- Inspects work of subordinates to insure conformance with standards;
- Conducts performance evaluations and approves time cards and leave requests for employees supervised;
- Assists in selection and training of wastewater operations employees;
- Maintains quality control over all assigned activities by reviewing plant performance and operating data daily;
- Prepares administrative and technical reports, including monthly and annual reports to the Regional Water Quality Board;
- Analyzes operations and suggests and/or implements improvements;
- Makes recommendations on the types and kinds of equipment needed for wastewater maintenance and repair;
- Recommends policy or procedural changes and provides input to long-range goals and plans for the division to the Director of Public Works;
- Approves plant alterations and changes in operating procedures;
- Directs and assists or coordinates consulting engineering on wastewater projects;
- Prepares and monitors the division budget, maintaining control of expenses in accordance with appropriations;
- Interacts with vendors to obtain cost-effective supplies, materials and equipment;
- Calculates sewer permit and user fees in accordance with the budget;
- Monitors existing businesses and industries for source control and compliance with pre-treatment discharge regulations;
- Reviews industrial hook-up permits that are to be granted and approves or suggests changes to assure that the discharge would be in compliance with pre-treatment regulations;
- Remains up-to-date on laws and regulations affecting the wastewater operations by reviewing appropriate laws, codes, regulations and current literature;
- Establishes and maintains a computer data base on all divisional records;
- Performs related work as required.

## **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination equivalent to completion of 14 school grades with major course work related to water recycling/wastewater treatment, and extensive experience in the operation and supervision of a water recycling/wastewater treatment plant and sludge management and in the field of industrial supervision of a water recycling/wastewater treatment plant and in the field of industrial inspection and industrial discharge monitoring, particularly of toxic wastes and their effects on the activated sludge process; experience in permitting requirements and regulations for air quality and storm water discharge; a minimum of five years experience with supervisory responsibility as journey level electrician in design, maintenance and process instrumentation control equipment in the water recycling/wastewater treatment field; possession of a valid California motor vehicle operator's license, Grade III Wastewater Operator's Certificate or ability to acquire a Grade III Wastewater Operator Certificate within 24 months of hire unless extended for good cause by the City Manager issued by the California State Water Resources Control Board. Water Treatment and Distribution certificates are highly desirable.

**Ability to:** Efficiently and effectively direct the operation of the wastewater division; supervise skilled, technical and professional workers; keep accurate records and write clear, concise reports; evaluate applicants for wastewater division positions; read, comprehend and apply complex laws and regulations; troubleshoot an upset in an activated sludge process and take corrective action; investigate and troubleshoot the repair and maintenance of electrical equipment, machinery, control panels, circuitry, alarm and operation control systems; lead and conduct meetings to train and educate staff in plant processes; reason and learn new techniques and equipment such as computer hardware and software; understand and follow oral and written instructions; maintain effective working relationships with subordinates and other employees; communicate in a courteous manner with the public; work independently, exercising good professional judgment and initiative.

**Knowledge of:** Modern water recycling/wastewater treatment plant operation practices and techniques; state and federal laws governing the operation of wastewater plants; construction and operation of tertiary treatment facilities; design, maintenance and process instrumentation control equipment in the water recycling/wastewater treatment field and principles of supervision; budgeting and accounting practices; basic principles of mathematics; basic mechanical and chemical principles; occupational hazards and safety precautions for the type of work performed.

CITY COUNCIL APPROVAL DATE: May 20, 2015