



SEWER OPERATIONS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, plans, manages, administers, evaluates, coordinates and is responsible for the construction, repair, maintenance work and related activities in the Sewer Collections, Source Control, and Industrial Waste Inspection Divisions; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews; analyzes, reviews, and implements programs and policies affecting the District's Sewer operations; supervises assigned staff; performs related duties as assigned.

CLASS CHARACTERISTICS

This is a single position management class. The incumbent is responsible for the overall administration and management of the District's sewer collection operation activities; assigning and supervising the work crews engaged in construction, repair and maintenance of the District's sewer systems, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Director of Engineering and Operations by the latter's performance of overall management responsibilities of the District's Water, Sewer and Engineering operations.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Oversee and is responsible for the planning, management, organization, and coordination of sewer systems, source control, and industrial waste inspection and related activities.
- Participates in the Hiring process, in accordance with Human Resources rules and procedures, for identified assigned staffing vacancies.
- Plans and evaluates the performance of assigned staff; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action, up to and including termination, to address performance deficiencies.
- Plans, organizes, controls and integrates the work of outside contractors; develops,

implements and monitors long-term plans, goals and objectives in accordance with the District adopted Strategic Plan; manages the development, implementation and evaluation of plans, policies, systems, facilities/programs and procedures to achieve annual and long-term goals, objectives and work standards.

- Plans, coordinates, staffs and directs sewer collection system maintenance, source control, industrial waste inspection and related repair and maintenance program(s); coordinates related maintenance activities with other District departments, divisions, sections and outside agencies.
- Work with engineering staff and consulting engineers when needed regarding routine repair, replacement, operations and maintenance work for equipment and facilities; review blueprints and plans for consistency with field operations; manage the coordination of all field activities, and that of contractors contracted to the District for repairs, replacement and maintenance of related Sewer operations work; work with engineering and project staff and consulting engineers in establishing construction standards; responds to emergency calls.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level District personnel; assigns work to subordinate work crews; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets and work orders; prepares statistical and/or analytical reports on operations as necessary; plans, assigns and directs field construction; prepares and reviews location sketches for maintenance and repair projects; directs the operation of road construction equipment.
- Participates in the development of the division budget; administers and monitors the approved budget; prepares cost estimates for sewer system maintenance and repair activities.
- Participate in organizational and community group meetings; attend regular and special meetings of the Board and Committee meetings (as required); addresses and responds to service questions, inquiries and complaints.
- Participate in a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a wide range of technical fields, business administration, cash management, budget management, and department management.
- Oversees the installation, repair and maintenance of sewer mains and lines.
- Review environmental regulations and guidance, assessing the potential for impacts on the Sewer operations of the District; develop and submit analysis, comments and action plans in response to impact on District Operations.

- Responds to emergency situations as necessary and reports incidents per established policy and procedures to appropriate District personnel.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of

- Practices, techniques and materials used in maintenance, construction, and repair of sewer systems, as well as related facilities.
- Principles and practices of conventional water treatment techniques, cross-connection control, deep turbine water wells, sewer lift stations, water sampling techniques, project design, cost estimating and management.
- Operational characteristics of specialized construction and maintenance tools and equipment.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.
- Applicable federal, state, and local laws, codes and regulations as they relate to Sewer Systems and compliance.
- Methods and techniques for record keeping.
- Occupational hazards and standard safety procedures.
- Research, data gathering and analysis principles and techniques.
- Operation of computer and standard business software applications, to include Outlook, Word, Excel, and Access.
- Correct English usage, grammar, spelling, and punctuation.
- Standard business computer applications including word processing and spreadsheet software.

Ability to

- Select and supervise the work of subordinate employees performing sewer collection, source control, and industrial waste inspection activities.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare and administer a division budget.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Oversee and perform maintenance, repair and installation of Sewer Systems and

their related components.

- Observe safety principles and work in a safe manner.
- Follow written and oral directions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.
- Research and prepare reports.
- Apply rules, regulations, procedures and policies to daily work assignments.
- Deal tactfully and courteously with difficult situations.
- Operate a computer using standard business software.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively multitask assigned job duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Graduation from an accredited four year college or university with a bachelor's degree in engineering, environmental engineering/science, water or wastewater management, public administration, or a related field of study.

Experience

Equivalent of eight years of experience in sewer/wastewater operations, construction, maintenance or related work, including three years in a supervisory capacity.

Licenses/Certificates

- Possession of, or ability to obtain, a Class A California driver's license within six months of employment.
- Possession of CWEA Collection IV Certificate.
- Possession of, or ability to obtain, certification from District provided CPR/First Aid Training.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; sufficient manual dexterity to

operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

FLSA: Exempt
Range: 133
Union: Non-Represented
Reviewed: August 12, 2011