

## ENCINA WASTEWATER AUTHORITY

**DATE:** August 2017

**POSITION TITLE:** Director of Operations

**DEPARTMENT:** Operations

**REPORTS TO:** Assistant General Manager

**FLSA STATUS:** Exempt

**POSITION SUMMARY:** Under the general supervision of the Assistant General Manager, customarily and regularly exercises discretion, independent judgment, and decision-making. This position serves as a Biosolids Environmental Management System team member responsible for the day-to-day activities of the Operations Department, including: (a) planning, scheduling, assigning, and supervising personnel in the operation of wastewater treatment facilities to meet all permit requirements; (b) performing a variety of technical and/or complex duties related to managing and evaluating treatment processes and auxiliary systems; and (c) performing other related duties as assigned.

**SUPERVISORY DIMENSIONS:** Supervises the staff and activities of the Operations Department.

**ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Consistently models a strong personal commitment to EWA's Mission, Vision, and Values.
- Exhibit all leadership traits and ethical behaviors required of California local government executives.
- Directs the work of wastewater treatment plant personnel in a safe and effective manner.
- Identifies and executes prioritized professional development activities for assigned management staff.
- Leads Operations Department staff, including developing and implementing plans, goals and objectives that incorporate and are consistent with Authority goals and objectives; reviewing and approving staff recommendations on department work organization, assignments, work schedules, and, training and professional development; managing the organization, distribution, and performance of the department workload; preparing and reviewing performance evaluations; initiating, reviewing and supporting disciplinary actions; serving on employee interview panels.
- Develops and manages the Operations Department budget, including preparing budget and staffing recommendations, initiating and/or approving purchase requests, adhering to purchasing policies and procedures, and monitoring expenditures to ensure that the department's expenses remain within budget.

- Exercises sound operational principles and practices for operating a major wastewater and resource reclamation facility, including associated equipment, in a cost effective manner.
- Performs Biosolids Environmental Management System tasks and manages key critical control points within the Encina Water Pollution Control Facilities.
- Maintains accurate records of personnel, materials, equipment and plant operations.
- Recommends facility improvements based on the safety, efficiency and effectiveness of operations and procedures.
- Assures compliance with all applicable Federal, State, and Local regulations pertaining to the lawful operation of Encina Joint Systems facilities and related facilities operated by EWA under contracts with the Encina Member Agencies.
- Maintains effective relationships with other employees, representatives of public and private agencies, and the general public.
- Interfaces with the General Services, Environmental Compliance, and other departments to establish service request priorities and coordinate departmental activities. Advises, assists, supports and interacts with other Authority executives and departments as appropriate.
- Serves as project and contract manager for professional service and materials contracts.
- Interfaces and coordinates with construction management and consultants.
- Prepares and presents various written and oral reports.
- Acts as a public and technical contact on operations issues, providing information and assistance as appropriate.
- Drives Authority vehicles and may be required to move heavy objects, lift, bend, reach, and climb.
- Conducts facility tours and information presentations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**Specific Types Of Knowledge, Skills And Physical Abilities Required For These Duties:**

- Ability to consistently demonstrate the advanced organizational-, staff-, and self-leadership skills required to communicate effectively with all constituencies including: elected officials, private citizens, executives, managers, technical staff, EWA Member Agencies, other public entities, non-governmental agencies, consultants and suppliers.
- Commitment to supervise, train and develop Operations Department staff.

- Demonstrated management skills, including planning, organizing, staffing, directing, controlling, and budgeting.
- Knowledge of primary, secondary, and advanced water and solids treatment processes, water reclamation, anaerobic solids digestion, solids thickening and dewatering, chemical handling, chlorination, instrumentation and computer monitoring systems.
- Knowledge of Federal and State regulations and safety practices and procedures as they apply to wastewater treatment facilities, mechanical equipment, chemical handling, and gas management systems.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Knowledge of Federal and State wastewater discharge and reclamation requirements, Hazardous Materials Communication, and mandatory Operator Certification Program.
- Ability to plan, direct, forecast, and makes effective written and oral presentations.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Ability to investigate, research and compile information and present it in an organized manner.
- Familiarization with reading and interpreting engineering plans; and knowledge of writing specifications and contract documents, and administration of awarded contracts.
- Proficient in computer fundamentals and Microsoft Office applications, i.e. Access, Excel, Word, PowerPoint.
- Ability to work varying hours, weekends, and holidays; and respond to 24-hour emergency call-ins.

**EDUCATION REQUIREMENT:** Bachelor's Degree in engineering, the sciences, business or public administration, or, a related field of study; an advanced degree is preferred.

**EXPERIENCE REQUIREMENT:** Ten (10) years of progressively responsible wastewater management experience, including four (4) years of experience in leading operations, maintenance, or environmental managers in a comparable agency.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

**CERTIFICATION REQUIREMENT:** Possession of a valid Grade V Operator Certification issued by the State of California Water Resources Control Board and maintenance of the certificate in active status is desirable.

**CONFIDENTIALITY STATEMENT:** This position requires access to confidential documents and/or records. Material of this nature must be handled appropriately to maintain confidentiality. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds and gases.

**Mental Demands**

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

**WORK ENVIRONMENT:** The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

**QUALIFICATIONS:** Possession of a good driving record; ability to be insured by the Authority's insurance carrier; ability to read, write, speak and comprehend English; ability to pass post-offer physical examination that is job-related and consistent with business necessity. Rejected applicants will be made aware of the basis for any disqualification decision. In addition, before a final determination is made, applicants who do not pass the post-offer physical examination will be allowed to submit independent medical opinions for consideration.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

**The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.**

**The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.**

**Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.**