

## ENCINA WASTEWATER AUTHORITY

**DATE:** August 2017

**POSITION TITLE:** Operations Manager

**DEPARTMENT:** Operations

**REPORTS TO:** Director of Operations

**FLSA STATUS:** Exempt

**POSITION SUMMARY:** Under the supervision of the Director of Operations, customarily and regularly exercises discretion, independent judgment, and decision-making. This position serves as the Chief Plant Operator for EWA, is a member of the Biosolids Environmental Management Systems Team and: (a) coordinates the day to day operation of the Encina Water Pollution Control Facility (EWPCF), the Carlsbad Water Reclamation Facility (CWRF), and other Authority operated facilities as directed by the Director of Operations, including planning, coordinating, directing, scheduling, and supervising personnel in the operation and maintenance of complex secondary and tertiary wastewater treatment facilities to meet all permit requirements; (b) directs operational activities and limited maintenance at the EWPCF, CWRF, and other Authority operated facilities; (c) performs a variety of technical and/or complex duties related to managing, evaluating and controlling wastewater and solids treatment processes, cogeneration facilities, pump stations and auxiliary systems; and (d) performs other related duties as assigned.

**SUPERVISORY DIMENSIONS:** Manages Operations Department personnel including direct supervision of the Remote Facilities Supervisor, Heat Dryer Supervisor, Cogeneration Supervisor and Shift Supervisors.

### **ESSENTIAL JOB DUTIES:**

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

- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Promotes the Authority's Mission, Vision, and Values.
- Directs the Authority's Operations Division staff, including assisting in developing and implementing Operations Division plans, goals and objectives that incorporate and are consistent with Authority goals and objectives; reviews staff recommendations on Department work organization, assignments, work schedules, and training needs; directs the organization, distribution, and performance of the Department workload; prepares performance evaluations; initiates, and supports disciplinary actions; serves on employee interview panels; and identifies and addresses Department training needs.

- Assists in the management of the Authority's Operations Department budgets, including budget preparation, staffing and capital recommendations, approving purchase requests and monitoring expenditures to ensure that Department expenses remain within budget.
- Responsible for day to day operations, personnel scheduling, safety, reporting requirements, and production management of Authority operated facilities.
- Responsible for minimizing energy costs through operation of the cogeneration facility and implementation of the Energy Management Program.
- Serves as Project and Contract Manager for biosolids disposal and chemical accounts.
- Manages biosolids contractor operations and performs other Environmental Management System tasks.
- Interfaces and coordinates with the public, regulatory agencies, trucking firms, contractors, consultants and vendors.
- Maintains accurate records of personnel, materials, equipment and plant operations.
- Interprets laboratory analyses, adjusts process parameters, and complies with operational procedures and instructions.
- Recommends facility improvements based on efficiency and effectiveness of operations and procedures.
- Assures facilities compliance with Federal and State regulations pertaining to wastewater treatment and disposal, biosolids treatment, and air permits.
- Maintains effective relationships with other employees, representatives of public and private agencies, and the general public.
- Interfaces with General Services staff to establish service request priorities and coordinate departmental activities.
- Advises, assists, supports and interacts with other Authority departments and divisions as appropriate.
- Prepares and presents various written and oral reports.
- Acts as a public and technical contact for biosolids, renewable resources, and operational issues, providing information and assistance as appropriate.
- Conducts facility tours and information presentations.
- Drives Authority vehicles.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Specific Types of Knowledge, Skills and Physical Abilities Required for These Duties:

- Possession of management skills including planning, organizing, staffing, directing, controlling, and budgeting. Ability to supervise, train and develop Department staff.
- Knowledge of the operation of secondary and advanced treatment processes, water reclamation, biosolids heat drying, cogeneration, chemical handling, chlorination, instrumentation and computer monitoring systems.
- Knowledge of Federal and State regulations and safety practices and procedures as they apply to biosolids, renewable resources, wastewater treatment processes and facilities, mechanical equipment, and chemical handling.
- Knowledge of Federal and State wastewater discharge and reclamation requirements, Hazardous Materials Communication, and mandatory Operator Certification Program.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Ability to plan, direct, forecast, and make effective written and oral presentations.
- Human relations skills for interfacing with management, operators, internal departments, external organizations and the public.
- Knowledge of the Authority's purchasing policies and procedures.
- The ability to investigate and research, compile and present information in an organized manner; ability to operate automated equipment for operations data processing; and knowledge of instrumentation and programmable controllers.
- Familiarization with reading and interpreting engineering plans; knowledge of writing specifications, contract documents and administration of awarded contracts.
- Proficient in computer fundamentals and Microsoft Office applications (i.e. Access, Excel, Word, PowerPoint).
- Operates equipment, including pumps, motors, valves, etc. in order to ensure the proper functioning of the wastewater treatment process.
- Oversees general housekeeping tasks within the plant.
- May be required to move heavy objects, lift, bend, reach, and climb.
- Ability to respond to 24-hour call-ins and work varying hours, weekends, holidays and days off.

- Knowledge of the types of equipment used in the wastewater treatment process such as pumps, motors, valves, filters, engines, meters, blowers and compressors.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas, and work in confined areas.

**EDUCATION/EXPERIENCE REQUIREMENT:** A Bachelors Degree in science, engineering, or business from an accredited college or university. Eight years of progressively responsible experience in the operation and maintenance of a wastewater treatment facility, to include two years in a responsible supervisory and/or management capacity.

**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.

**PHYSICAL AND MENTAL DEMANDS:**

**Physical Demands**

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

**WORK ENVIRONMENT:**

While performing the duties of the job, the employee may be exposed to toxic or hazardous chemicals.

The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee will typically work in office conditions, and the noise level is usually quiet.

**QUALIFICATIONS:** Ability to pass Authority pre-employment physical examination; possession of a good driving record and ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

**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, and physical disability. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.**

**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 and drug screen.**