

CITY OF HAYWARD

WATER POLLUTION CONTROL FACILITY OPERATIONS AND MAINTENANCE MANAGER

DEFINITION

Under direction, the Water Pollution Control Facility Operations and Maintenance Manager performs administrative and supervisory duties related to the operation and maintenance of the water pollution control facility. This position is allocated to the Utilities Division of the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Water Pollution Control Facility Manager.

Responsibilities include supervision of water pollution control facility operation and maintenance staff.

ESSENTIAL DUTIES

1. Assists the Water Pollution Control Facility Manager in the establishment and implementation of goals, policies, procedures, schedules, and methods for operations and maintenance of the Water Pollution Control Facility.
2. Assists the Water Pollution Control Facility Manager in the planning, organizing and directing of the Water Pollution Control Facility for efficient plant processing.
3. Reviews plant and laboratory reports and directs the adjustment of operational control parameters to ensure compliance and improve efficiency.
4. Plans and recommends improvement of plant facilities through equipment acquisition; prepares or provides guidance in development of specifications.
5. Prepares and reviews the requisition of supplies, materials and equipment required to maintain an efficient operation.
6. Prepares, reviews and submits periodic NPDES reports regarding wastewater treatment and disposal.
7. Provides technical assistance to consulting engineers; reviews plans and specifications for wastewater treatment and disposal construction projects.

8. Insures compliance with all OSHA safety regulations and requirements by monitoring, providing training and keeping abreast of any local, state or federal changes.
9. Makes critical decisions to resolve emergency conditions resulting from wastewater treatment and disposal system malfunctions, and provides direction to plant staff accordingly.
10. Responds to and resolves citizen complaints and concerns.
11. Provides input in the preparation and administration of the budget for the Water Pollution Control Facility.
12. Coordinates special activities with other City staff and with outside agencies.
13. Supervises, trains and evaluates subordinates; reviews recommendation of subordinates and/or recommends disciplinary action of facility staff.
14. Participates in the selection of new plant staff members.
15. Serves as acting Water Pollution Control Facility Manager as assigned.
16. Performs related duties as assigned.

JOB RELATED ESSENTIAL OUALIFICATIONS

Knowledge of:

- A. Theory and practice of modern sewage treatment and of machines, equipment, and material used in such treatment.
- B. Chemical and physical processes involved in advanced methods of sewage treatment.
- C. Laboratory analyses and tests applicable to sewage treatment processes.
- D. Occupational hazards and safety precautions necessary to safely perform work.
- E. Applicable federal, state and regional laws and regulations.
- F. Principles of organization, administration, budget and personnel management.

Ability to:

- G. Plan, organize, layout, assign and schedule a varied and complex technical and maintenance program.
- H. Supervise collection of computerized maintenance records and reports.
- I. Communicate clearly and concisely, orally and in writing.
- J. Effectively supervise, train and evaluate subordinates.
- K. Participate in the selection of new plant personnel.
- L. Use a personal computer.
- M. Read, comprehend and communicate complex technical documents and information.
- N. Establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of progressively responsible experience in sewage treatment operations, including two years supervisory experience.

Education: Completion of twelfth grade or possession of GED.

License or Certificate: Possession of an active Grade IV Certificate issued by the State Water Resources Control Board.

SPECIAL REQUIREMENTS

Essential duties require the following physical and work environment: ability to function in a general office environment, to access and use a computer, to crouch/stoop/squat, to travel to fulfill assignment duties and to review work outdoors.

PROBATIONARY PERIOD: One Year

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AAP GROUP: 2

FPPC STATUS: Non-Designated
FLSA STATUS: Exempt