



City of Woodland

WASTEWATER SYSTEMS ADMINISTRATOR

DEFINITION

To plan, direct, and supervise the Water Pollution Control Facility (WPCF), Laboratory Operations, Industrial Pre-Treatment Program, Sewer Collections, Stormwater Collections, and the National Pollution Discharge Elimination Systems (NPDES) Program; including operations and maintenance, laboratory and pre-treatment, construction and repair, equipment and facility maintenance, and related environmental operations and administrative activities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Director or designee. Responsibilities include direct and indirect supervision of assigned staff.

EXAMPLE OF DUTIES – The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Plan, organize, coordinate, direct, and evaluate operations, programs, plans, services, staffing, equipment, infrastructure, and all related activities of the Water Pollution Control Facility (WPCF), Sewer Collections, and Stormwater Utility Divisions.
- Ensure the proper management, operation, and maintenance of all City wastewater and stormwater collection systems and treatment facilities. Ensure the proper management, operation, and maintenance of the Laboratory and Industrial Pretreatment Programs.
- Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating workgroups within the WPCF, Sewer, and Stormwater Divisions.
- Participate in budget preparation and administration: prepare cost estimates for budget recommendations and submit justification for needed supplies, materials, equipment, repairs and new construction; monitor and control expenditures for all assigned Divisions and areas of responsibilities.
- Plan, supervise, and perform advanced professional administrative coordination and oversight in the planning, design, construction and repair of wastewater treatment, sewage systems, drainage structures, and other public works; utilizing various field and office crews as assigned.

- Plan, supervise, and perform advanced professional administrative coordination and oversight in the development of master plans and long-range (MPFP) and short-range (Capital Budget) funding programs.
- Represent the City as the lead administrator of the National Pollutant Discharge Elimination Systems (NPDES) permit; as related to all aspects of an MS4 Stormwater Permit.
- Be the lead Monitor legislation, make recommendations, and assure compliance on all issues related to a Wastewater NPDES permit and all other regulatory compliance requirements within assigned areas of responsibility.
- Participate in professional groups and committees and the general public regarding wastewater, stormwater treatment, pretreatment, Water Pollution control, etc.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns.

OTHER JOB FUNCTIONS

- Coordinate selection, and manage consultant contracts.
- Review and check plans for accuracy and conformance with City standards, codes, ordinances and departmental requirements as they relate to areas of assigned responsibility.
- Participate in the review of projects pre- and under construction; coordinate the activities of field and facility staff; resolve complaints and problems in the field between the assigned staff, contractors, the public, and/or other stakeholders.
- Manage and oversee documentation entered into the City's project and program databases and infrastructure management systems.
- Ensure timely and effective coordination between Engineering and Operations and Maintenance personnel.
- Represent the City in support of state and federal funding programs. Assist with the process of obtaining grant funding for projects.
- Maintain cooperative working relationship with others both internal and external to the City. Interpret and apply relevant codes, ordinances, rules, and regulations.
- Insure compliance with California Environmental Quality Act (CEQA), the Public Contracts Code, and the City Procurement Policy.
- Participate and/or direct special studies relative to assigned areas of responsibility; prepare appropriate reports and analysis.
- Manage development of infrastructure master plans.
- Prepare, write, and present general correspondence, technical reports, statistical reports and Council Communications.
- Supervise, train, and evaluate assigned staff.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of budget preparation and control.
- Principles and practices of wastewater treatment and disposal, industrial pretreatment, sewage collections, stormwater operations, and environmental compliance programs; as applied to municipal public works and areas of assigned responsibilities.
- Tools, materials, equipment and chemicals used in wastewater treatment, collections, disposal, and stormwater operations.
- State and Federal regulations related to both sewage and storm discharge requirements.
- Principles and practices of the National Pollutant Discharge Elimination Systems (NPDES) permit as related to all aspects of an MS4 Stormwater Permit.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects.
- Codes, ordinances, resolutions, laws, recent development, current literature and sources of information in municipal public works.
- Contract administration.
- Principles and practices of supervision, training, and performance evaluation.
- Safety principles, practices and procedures.
- Operation and programs of a personal computer along with City Programs. Working knowledge of a Supervisory Control and Data Acquisition (SCADA) system.

Skill to:

- Understand plans, drawings, specifications, diagrams, and sketches pertaining to public works construction and development projects.
- Plan, coordinate, manage and prioritize a variety of public works operations, maintenance, repairs, and replacement projects.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

- Effectively train assigned staff in technical procedures, techniques, and related skills.

- Research and analyze operations and technical issues and develop appropriate recommendations for action.
- Develop, maintain, and implement administrative rules, procedures, and budgets.
- Write clear and concise reports and correspondence.
- Develop and implement long-range programs and goals for the improvement of operations and facilities.
- Establish and maintain effective working relations with subordinates, contractors, regulatory agency personnel, the public, City staff, and others encountered in the course of assigned duties.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties for this position.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Associate’s Degree from an accredited college or university with major coursework in engineering, construction management, business, or public administration or a closely related field. Or
- A Bachelor’s degree is highly desirable.
- Treatment Plant Operator Certificates, Sewer Collections Certificates, and/or NPDES certifications are highly desirable.

Experience:

- Four years of verifiable increasingly responsible and varied wastewater treatment, sewer collections, and/or stormwater systems experience including significant supervisory/management responsibilities.
- Wastewater treatment facility experience highly desirable.

License or Certificate:

- Possession of a valid California Driver’s License.
- Possession of Treatment Plant Operator Certificates, Sewer Collections Certificates, and/or NPDES certifications are highly desirable.
- Possession of a valid certificate of registration as a Professional Engineer in the State of California is highly desirable.
- **ADA COMPLIANCE**
- **Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

- **Heavy Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.
- **Other Requirements:**
- **Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.
- **Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.
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