



DEFINITION

Plan and direct technical work involving process, collection, control, operation, repair and maintenance of the City's wastewater and stormwater collection systems, and other facilities and programs as assigned. This position is the Legally Responsible Official (LRO) for the City and is responsible for the Sanitary Sewer Overflow Response as well as implementation of and compliance with the City's Sanitary Sewer Management Plan

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Deputy Director of Utilities or his designee. Exercises direct supervision over certified wastewater and stormwater collection system operators and other maintenance staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Plan, schedule and operate the wastewater and stormwater collection systems to ensure compliance with all applicable regulations.
- Adjust work schedules and priorities to meet emergency conditions.
- Plan preventative maintenance functions. Interpret alarms, meters, gauges, computerized SCADA programs, control panels, and test results to determine process control criteria. Make daily decisions regarding need for adjustments and changes in system operation to gain improvements in system safety, efficiency, and economy.
- Schedule operation and maintenance work, ordering of materials, and maintain records.
- Implement an ongoing preventative maintenance program and accurately maintain and compile records and reports. Hire, train, supervise and evaluate personnel.
- Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources.
- Oversee all wastewater and stormwater collection system operations and maintenance, to include telemetry communications with SCADA to remote wastewater lift stations, and stormwater pumping stations.

- Establish training of sewer and stormwater personnel in processes, operation of equipment, preventative maintenance, system controls, industry standard collection practices, safety practices, and recordkeeping. Prepare detailed operating budgets for all sewer and stormwater collection programs.
- Compile and sign State Water Resources Control Board (SWRCB) mandated wastewater and stormwater collection system compliance reports.
- Work with staff from other departments, and outside contractors to ensure quality of work which conforms to City standards.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety.

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as the City or private laboratories ensuring tests and analysis are complete and a record of results are available for use. Respond to inquiries or concerns from citizens and other departments and agencies. Participate with tours and public presentations related to wastewater collection and stormwater system programs. Work with consultants and contractors with regard to system expansions and operations. Oversee and manage maintenance contracts for wastewater collection and stormwater operations. Plan and direct safety and training programs for the wastewater and stormwater collection facilities. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices necessary in operation and maintenance of a community wastewater and stormwater collection system. Supervisory and training principles and practices of first-line management and multiple crew supervision. Use, handling and disposal of hazardous chemicals associated with wastewater and stormwater collection. Principles and practices of leadership, motivation, team building and conflict resolution. Oversee all State required sampling and reporting requirements including the required response requirements associated with system contamination. Operation, use and applications of computer systems and related software. Work safety and accident prevention programs as related to wastewater and stormwater collection system facilities. Budget development and expenditure control, including development of capital improvement plans. SCADA control systems and the data management needed for compliance with local, state and federal regulations. State and Federal water rules and regulations governing the treatment and distribution of potable water and related programs. Safety programs related to water facilities.

Skill to:

Develop, interpret and implement Department policies. Manage, direct, coordinate, and evaluate the work of assigned personnel. Read and interpret blueprints and

plans; interpret and apply laws and regulations. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Supervise and operate a community wastewater and stormwater collection system. Use a variety of computer software to control wastewater collection and stormwater system processes and prepare a variety of reports, spreadsheets and records. Work independently making appropriate decisions in fast paced, complex, and high-pressure situations. Interact effectively with the public and employees. Communicate clearly and concisely, both orally and in writing. Supervise and train assigned personnel.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Education and experience equivalent to completion of an Associate of Arts Degree (60 semester or 90 quarter units) in Public Administration, Business Administration, Civil Engineering, or related field; and

Additional qualifying experience may be substituted for the required education on the basis of one year for 30 semester units.

Experience:

Four (4) years of increasingly responsible experience in work involving construction, maintenance and operation of water distribution systems, at least two (2) years of which shall have been in a supervisory capacity.

License and Certificate:

Required upon hire:

1. Possession of a valid California Driver's License.
2. Possession of a current Grade IV Collection System Maintenance Certificate issued by the California Water Environmental Association (CWEA).
3. Possession of a current Grade II Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB).
4. Grade I Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board (SWRCB) is desirable.

Within 24 months of hire:

1. Obtain Cross Connection Control Specialist certification issued by American Water Works Association (AWWA).

SPECIAL CONDITIONS

Incumbents of this class may be required to work unusual hours in emergency situations and to be available on an "on call" basis.

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.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, 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.

Council Action: April 19, 2016