

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Wastewater/Recycled Water Manager

DEFINITION

Under administrative direction plans, organizes, directs and coordinates the activities of the Wastewater/Recycled Water Division within the Operations Department including the maintenance and operation of District wastewater collection and treatment facilities, recycled water distribution facilities, and the operation of the District's laboratory; coordinates operation, maintenance and regulatory activities with other divisions and departments; and provides highly complex staff assistance to the Director of Operations.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for a division, as identified by the District, within a department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Operations. Responsibilities include supervisory authority over supervisory, professional, technical and support positions.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops and implements divisional goals, objectives, policies and procedures; assists Department Director with department-wide goals and objectives.

Plans, organizes and directs wastewater and recycled water operation, maintenance and regulatory activities including the maintenance and operation of wastewater collection and treatment facilities, and recycled water distribution facilities, as well as ensuring the District's compliance with regulations.

Directs, oversees and participates in the development of the Wastewater and Recycled Water Division work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares the Wastewater and Recycled Water Division budgets; implements division budget; forecasts additional funds needed for staffing, equipment, materials and supplies to support division; administers division budget.

Recommends to the Department Director the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the division.

CLASS TITLE: Wastewater/Recycled Water Manager

Performs inspections of wastewater and recycled water facilities, laboratory and conveyance system to ensure compliance with State and Federal regulations; develops and implements operational efficiencies.

Recommends plant alterations and assists in planning and implementing new systems, treatment plans and overhaul of facilities.

Directs the District's permit renewal process including collecting, compiling and submitting technical reports to regulatory agencies and meeting with regulatory agencies and consultants.

Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Meets with the District's recycled water customers to discuss and resolve recycled water delivery issues, concerns, and compliance matters. Researches and prepares technical and administrative reports; prepares written correspondence.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of modern wastewater collection system, wastewater and recycled water treatment facilities and processes including advanced treatment systems. Principles and practices of engineering including, planning, design, cost estimating, construction, operation and inspection of a wide variety of wastewater projects. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal rules, regulations and laws. Modern office procedures and computer equipment. Laboratory procedures including QA/QC and ELAP requirements. Principles and practices of organizational analysis and management. Budgeting procedures and techniques. Principles and practices of supervision, training and personnel management.

Skill/Ability to:

Organize and direct the Wastewater/Recycled Water operations including wastewater collection systems, wastewater treatment, recycled water, and laboratory functions. Read and interpret construction drawings and specifications. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion. Interpret and apply local, State Federal, District and department laws, regulations, policies, procedures, and rules. Supervise, train and evaluate personnel. Establish and maintain effective working relationships with those contacted in the course of work. Maintain regular and predictable attendance. Communicate clearly and concisely, both orally and in writing. On a continuous basis, analyze budget and technical reports; interpret

CLASS TITLE: Wastewater/Recycled Water Manager

and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 35 pounds or less.

Experience and Education:

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

Experience:

Five years of increasingly responsible experience in the operations and maintenance of a variety of types and sizes of wastewater treatment plants, wastewater collection systems, and recycled water distribution systems; including three years of supervisory responsibility, and or;

Five years of increasingly responsible experience in the design/engineering and the management of complex projects related to a variety of types and sizes of wastewater treatment plants, wastewater collection systems, and recycled water distribution systems; including three years of supervisory responsibility, and or;

Seven years of experience similar to the El Dorado Irrigation District's Collection Systems Supervisor and/or experience as a supervisor with a similar sized and complex agency.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, civil, chemical, or mechanical engineering or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.


Possession of a Wastewater Operators Grade V Certificate issued by the California State Water Resources Control Board, and/or possession of a current certificate of registration as a Professional Civil, Mechanical, or Chemical Engineer in California along with a Wastewater Operators Grade III with the ability to obtain a Wastewater Operators Grade V Certificate issued by the California State Water Resources Control Board within two years of appointment as a condition of continued employment, and or;

possession of a current certificate of registration as a Professional Civil, Mechanical, or Chemical Engineer in California with the ability to pass the Grade V Wastewater Examination within the first twelve months of appointment and obtain a Grade III certification after one (1) year of qualifying

CLASS TITLE: Wastewater/Recycled Water Manager

experience, and a Grade IV after two (2) years of qualifying experience, and a Grade V after four (4) years of qualifying experience as a condition of continued employment, and or;

Possession of a Wastewater Operators Grade III Certificate issued by the California State Water Resources Control Board and the ability to obtain and maintain a Grade IV and Grade V Certificate, respectively, upon meeting eligibility requirements for such certifications as a condition of continuing employment.

 _____ Human Resources Authority	<u>07/26/2017</u> Date
Established: 08/18/2009 Revised: 07/26/2017 FLSA: Exempt Unit: Safety	