



FLSA: EXEMPT  
Section: Sanitation  
Class: Operations Manager  
Salary Schedule: S-31

## **OPERATIONS MANAGER WASTEWATER**

### **DEFINITION**

Under general direction, the core functions of this position is to plan, organize and oversee the operation of CVWD's Sanitation System. The position will oversee the operation and maintenance of CVWD's Sanitation System, including all collection, and treatment of wastewater, and related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Director of Sanitation (Wastewater) Operations. Exercises direct and general supervision over the following personnel: Collections Supervisor, Mechanical Supervisor, WRP Chief Plant Operators and WRP Supervisors.

### **CLASS CHARACTERISTICS**

This is a management level classification responsible for planning, assigning, monitoring, coordinating and evaluating the work of CVWD's Collections, Treatment and Maintenance. This class provides management level assistance to the Assistant Director of Sanitation (Wastewater) Operations and the Assistant General Manager of Operations. This class is accountable for accomplishing goals and objectives as established by the Assistant Director of Sanitation (Wastewater) Operations and implementing the policies of CVWD and representing management with employees, contractors, vendors, community organizations and the general public.

### **EXAMPLES OF ESSENTIAL FUNCTIONS without limitation**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Under the direction of the Assistant Director of Wastewater Operations, assists with the planning, maintenance, and operations of CVWD's Wastewater systems and facilities.
- Assists with the optimization of all resource allocation, including labor, materials and equipment within the Collections, Water Reclamation Plants (WRPs) and Mechanical divisions.
- Provides support to improve internal and external customer service with the Sanitation Department.
- Plays a support role in the preparation of the annual Sanitation budget, and provides input into long-term planning, scheduling, and the prioritization of capital improvements within the Sanitation department.
- Assists in the enhancement of departmental training programs. Holds regular safety meeting and looks for educational and cross-training opportunities for development of employees and their career paths.
- Plays a key role in the development, implementation, and maintenance of a comprehensive preventative maintenance program for Sanitation Operations.
- Ensures that employees, consultants, and contractors adhere to CVWD policies and procedures, and conform to health and safety compliance, fugitive dust mitigation, and other related permitting.
- Assists in the development of departmental performance standards, supervisory performance goals, the employee evaluation process, and the implementation of performance improvement plans as needed.

- Coordinates closely with the Engineering, Environmental Services, Facilities & Maintenance, Finance, and Service Departments to assist with design reviews, service outages, and other related requests.
- Develops and assists with the procurement of contractors, vendors, suppliers, consultants, and equipment rentals, and upon engagement, provides project management and administration of contracts and agreements.
- Play a lead role in the implementation of the Asset Management Program for the Wastewater Sanitary Systems, including work orders related to the operations and maintenance of infrastructure, updating condition assessments, and development of reports as requested.
- Perform other related duties and responsibilities as directed.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of supervision, conflict resolution, training and leadership development.
- Operations, construction, production scheduling, and optimization of resources
- State and federal regulations regarding large wastewater treatment plants and sewer collection systems.
- Public finance, budget development and administration, and job costing.
- Regulatory issues related to environmental permitting, fugitive dust compliance, confined space, and health and safety standards.
- Principles involves in the design, operation, construction and maintenance of large wastewater treatment plants and collection systems including pumping (lift) stations and pipelines.
- Principles and practices of open channel and pipeline hydraulics, velocities and dewatering.
- Business communications, public speaking, and customer service.
- Customer service principles, practices and methods;
- Public Sector unionized environment.

### **Ability to:**

- Plan, direct and supervise the work of multiple divisions in a collaborative manner.
- Evaluate and recommend improvements in operations, policies and procedures;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set division priorities and schedules, and meet critical time deadlines;
- Evaluate trends and performance metrics and prepare technical reports.
- Research innovative materials and equipment and provide cost/benefit recommendations.
- Formulate and implement an effective preventative maintenance program to maximize efficiencies
- Work cooperatively with various public agencies, consultants, and customers.
- Exercise sound judgement in the implementation of CVWD policy guidelines.
- Communicate effectively both verbally and in writing.
- Operate modern office equipment including computer equipment and specialized software applications;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; work with a workforce with diverse background and abilities;
- Manage multiple task/multiple priorities with frequent interruption and the ability to maintain confidentiality.

## **MINIMUM QUALIFICATIONS:**

### **License or Certificates:**

Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. A Valid Class "C" driver's license is required. One or more of the following certifications are highly desirable:

1. California State Water Resources Control Board Wastewater Treatment Plant Operator V,
2. California Environmental Water Association Collection Maintenance Systems IV
3. Mechanical Technologist IV

Education:

High School diploma or equivalent and a minimum of eighteen (18) credit units of Supervision/Leadership, Project Management, Construction Management, Wastewater degree program or similar accredited college or university is required. Possession of a Bachelor's degree or higher from an accredited college or university with a major in business or public administration, chemistry, biology, mechanical or chemical engineering or a related field satisfies this requirement.

Experience:

Ten (10) years of increasing responsibility in activities related to operations, treatment, maintenance and construction of large public works infrastructure. This position requires a minimum of five (5) years of direct supervisory experience within wastewater operations, construction, treatment, collections or maintenance of sanitary systems.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Drives District vehicle to various sites and meetings.

**ENVIRONMENTAL ELEMENTS**

This classification works in an office environment with moderate noise levels, controlled temperature conditions, may come into contact with exposure to wastewater and hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**DISTRICT CORE PERFORMANCE COMPETENCIES:**

The Coachella Valley Water District, in alignment with its strategic initiatives and goals, has established the following nine (9) agency core performance competencies whereby all supervisor/professional employees will be assessed as part of their annual evaluation. These competencies identify behavior and skills that all employees categorized as supervisory/professional are expected to demonstrate to carry out the mission and goals of the District:

1. Accountability
2. Customer Service
3. Teamwork
4. Communication/Collaboration/Cooperation
5. Decision Making/Problem Solving/Effectiveness
6. Flexibility/Adaptability/Time Management
7. Job Knowledge/Professional Knowledge
8. Managing Performance & Developing Others
9. Work Quality/Attention to Detail