

JOB DESCRIPTION – Wastewater Treatment Plant Operations Manager

Department: Operations Management
Reports to: Board of Directors
Employee Status: Full- time/Hourly/Benefits/Retirement

COMPANY OVERVIEW

Murphys Sanitary District, (MSD) provides sewer collection and treatment services to residential and commercial businesses within the MSD boundaries. MSD was organized in 1959 under Division VI of the California Health and Safety Code. The District covers an area of approximately 4 square miles and has a population of approximately 2,200 people.

MSD is considered a Special District with a governing board consisting of five Directors. The District has two employees, the Administration Manager and the WWTP Operations Manager-CPO. These two managers' report to the Board and are responsible for the day to day operations of the District.

Summary WWTP Operations Manager

Reporting to the Board of Directors, this position is one of two District managers. This position is responsible for overseeing the operations and maintenance of Murphys Sanitary District's Wastewater treatment plant facility and collections system to ensure efficient, safe, and economical treatment of wastewater as well as coordinating assigned activities with outside agencies and public. This position is responsible for ensuring all District Policies and programs are followed as developed by the MSD Board of Directors.

Essential Duties

- Plans, organizes, assigns and directs the operations and maintenance of treatment plant and collections system
- Oversees operations of facilities to meet all state regulatory requirements
- Prepares all monthly, quarterly, and annual reports as required by the CA State Water Board
- Develops and implements methods of process control and procedures that increase plant efficiency
- Ensure operations adhere to policies and regulations
- Participate in development and implementation of objectives, policies and procedures
- Select, train and evaluate treatment plant field staff; provide or coordinate staff training; work with employees to correct deficiencies; implement employee performance evaluation
- Responsible for inventory of material and chemicals used in plant operation
- Oversees the preventative maintenance program at treatment plant and collections system
- Oversees emergency and unscheduled work to assure appropriate follow through
- Oversees requisition process for tools, equipment, materials and services
- Coordinates equipment repair or replacement so that plant effluent quality limits are maintained
- Participate in the development and administration of an operations budget; monitor and approve expenditures and recommend adjustments if necessary

- Participate in planning and pre-construction meetings to advise or suggest ways to meet desired goals
- Working with the Administration Manager, implement District's emergency management/response program including loss prevention, training, and continuity measures.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of waste water treatment and reuse; recommend for implementation new developments as appropriate.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies;
- Establish, administer, and participate with Administration Manager in processes concerning disciplinary action, performance or violation of District policies and procedures.
- Perform annual or as needed, employee evaluations
- Perform related duties as requested
- Capital Improvement planning
- Working with the Administration Manager, coordinate District's emergency management/response program including implementation of loss prevention, training, and continuity measures.
- Works with the Administration Manager as requested to negotiate and resolve sensitive and controversial issues
- Perform post-incident property and liability investigations as required.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of operating a wastewater treatment facility, collection system and a pumping station.
- Tools and necessary equipment related to operations and repairs
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Arithmetic and mathematics appropriate to the classification level to which assigned.
- Mechanical electrical and hydraulic principles.
- Operational and maintenance practices of electrical motors, pumps and circuitry.
- Chemical and physical tests of wastewater, sludge and related materials.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skills:

- Operating, maintenance and repairing a variety of wastewater collection and treatment facilities and equipment.
- Recognizing and correcting or reporting unusual, inefficient or dangerous operating conditions.
- Reading a variety of gauges, charts and meters; recording data accurately and making appropriate process adjustments.

- Making calculations as necessary to summarize data results, ascertain data trends and aggregate information over time.
- Conducting chemical and physical tests of potable water, effluent, sludge and related materials.
- Using and maintaining the tools and equipment of the work skillfully and safely.
- Handling hazardous chemicals in a safe manner.
- Computer skills including word processing, spreadsheet, maintaining and sharing computer files.
- Collecting and entering data accurately and creating spreadsheets as directed or required.
- Maintaining accurate records of work performed.
- Using, properly maintaining and ensuring the security of District-owned equipment that may be provided to assist in the performance of assigned duties.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

EDUCATION & EXPERIENCE:

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

Seven (7) years of experience in operating and performing routine maintenance to facilities and/or equipment in a wastewater treatment plant and related collection systems and pumping stations, including two years of experience equivalent to that of a Plant Operator II. In addition, five years' management or employee supervision experience in a public agency environment.

CERTIFICATES AND LICENSES:

Must possess a valid California Class C Driver License and have a satisfactory driving record. Must be certified equal to or higher than the official SWRCB Plant Classification, currently Grade II, Wastewater Treatment Plant Operator by the California Water Resources Control Board.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Mobility to work in a standard wastewater treatment plant and laboratory setting, and use specialized test equipment, hand and power tools and instrumentation; stamina to work in confined spaces, around machines, and to climb and descend ladders; ability to lift and carry materials and equipment weighing up to 50 pounds; vision to read printed materials, charts and gauges and a computer screen; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices. May be exposed to inclement weather conditions, loud noises from equipment operation, fumes, odors, dust and potentially toxic chemicals and conditions.