



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Water Reclamation Plant Manager
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### **GENERAL PURPOSE**

Under administrative direction, plans, organizes, and directs the work of personnel engaged in the operation, monitoring, regulation, maintenance, and repair of a large, state-of-the-art water reclamation plant; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating the operation, monitoring, regulation, maintenance, and repair of the District's water reclamation plant. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities which include supervision, overseeing repairs to or construction of the plant, chlorine process safety management, policies and procedures, budget administration and reporting, plant process control, and plant equipment maintenance decisions. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Reclamation. Exercises direct supervision over supervisory, technical, and maintenance support staff through subordinate levels of supervision.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to

and including termination, to address performance deficiencies, in accordance with the District's rules, policies and labor contract provisions; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Monitors the Supervisory Control and Data Acquisition System (SCADA) computer to ensure all plant parameters are within compliance as dictated through the plant discharge permit and ensure all equipment is functioning properly; researches, develops, and recommends improvements, modifications, enhancements, and changes to the plant's SCADA.
- Plans, coordinates, directs and oversees the scheduled and emergency installation, maintenance, repair and servicing of the mechanical systems, equipment and related appurtenances associated with the assigned facilities.
- Confers with engineering staff and consultants regarding the design and construction of new facilities and renovation of existing facilities.
- Inspects the plant to ensure water quality, proper equipment operations, cleanliness, and safety issues; inspects chlorine system to ensure proper operation and detect safety issues; manages the Chlorine Process Safety Management system governing the chlorine system.
- Monitors water quality tests being performed in the plant laboratory and lab data to ensure the plant is being operated within proper parameters and to ensure water quality has not deteriorated.
- Monitors construction projects at the plant and oversees vendors performing the work to ensure proper safety policies and procedure are followed and work is progressing satisfactorily; monitors expenditures against goals and objectives.
- Prepares a variety of special and recurring studies and reports; develops recommendations to improve plant operations; coordinates plant activities with other divisions, departments, and agencies; reviews and coordinates with

appropriate personnel the implementation of local, state, and federal laws, and regulations regarding water reclamation.

- Through subordinates, ensures operational status of the plant's treatment system, facilities and processes; confers with and advises District staff regarding water reclamation-related needs and requirements; ensures treatment standards and goals are achieved through the proper operation and maintenance of facilities and equipment.
- Participates in the analysis of trends such as population, industrial growth, and the development of strategies to meet and serve expanding community needs.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies Continuous Improvement principles in the deployment of department business plans, processes, and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the plant are in alignment with department and division objectives.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles and practices of employee supervision including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Methods, practices, techniques and equipment used in operating and maintaining a large, state-of-the-art wastewater reclamation facility.
- Engineering principles related to the design and operation of wastewater reclamation facilities.
- The NPDES (National Pollution Discharge Elimination System) permit; understanding laboratory procedures, how they are performed, and how the data is interpreted as it relates to wastewater treatment.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control).
- Practices of structured problem solving.
- The Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the District's water reclamation program.
- Prepare, administer and monitor a division/department budget.
- Manage and direct a large, complex water reclamation operation and facility.
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards, and management controls.
- Understand, interpret, explain and apply District, local, state, and federal laws, and regulations applicable to areas of responsibility.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department.
- Develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole.
- Track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Six (6) years of progressively responsible experience in comprehensive wastewater treatment operations or administration, four (4) of which should be in a supervisory capacity.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by specialized training in the treatment of wastewater; bachelor's degree from an accredited college or university with major coursework in public or business administration, environmental, civil or sanitary engineering, or a related field is desired.

Licenses/Certifications:

- A valid California driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.
- A State of California Water Resources Control Board Wastewater Treatment Certificate Grade V.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confining spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various District sites; color vision to read gauges and identify appurtenances; a hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Water Reclamation Plant Manager  
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Water Reclamation Plant Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_