

Job Description
Director of Water Reclamation
Code Number: 02022

GENERAL PURPOSE

Under policy direction, plans, organizes, directs and implements comprehensive strategies and programs for the operation and maintenance of the District's water reclamation plants, facilities and systems; evaluates wastewater treatment systems to achieve process and cost optimization; oversees, inspects and coordinates the work of contractors engaged in the construction, renovation and repair of the District's water reclamation plants, systems and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating a wide variety of functions, programs and staff engaged in the operation and maintenance of the District's water reclamation plants, systems and facilities. The incumbent exercises significant authority and independence in implementing a broad range of services and programs in coordination with other District executives and managers.

ESSENTIAL 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 class.

Plans, organizes, controls, integrates and evaluates the work of the Water Reclamation Department; with staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities; participates in the development of and monitors performance against the department's annual budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Plans and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including

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termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions.

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.

Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the District's water reclamation systems and facilities.

Oversees, coordinates and inspects the work of contractors engaged in the construction, renovation and repair of water reclamation plants, systems and facilities.

Reviews and evaluates performance of construction, expansion, renovation and repair of water reclamation plants, systems and facilities to ensure conformance to District standards and regulatory mandates.

Works cooperatively with District Engineering staff and design consultants to provide optimal reclamation facilities in order to achieve a core District mission.

Monitors developments in areas of responsibility; analyzes proposed state and federal laws, regulations and court decisions for their impact on District practices and operations; reviews technical reports; recommends and implements policy and procedure changes consistent with requirements; directs or conducts research and analysis of the District's needs and requirements in assigned areas of responsibility, recommends appropriate actions and implements programs.

Participates in the District's short- and long-range planning process for treatment and reclamation needs and requirements; reviews engineering design plans for water reclamation plants, systems and facilities to ensure conformance with District standards and policies.

Prepares the Water Reclamation Department's operating and capital outlay budget; monitors expenditures against goals and objectives.

Represents the District with other agencies, organizations and individuals.

Performs related duties as assigned.

CONTINUOUS IMPROVEMENT RELATED DUTIES

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Applies Continuous Improvement principles in the deployment of branch and department business plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.

Participates in organizational 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 division, department, or branch.

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.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Theory, principles, practices and techniques of wastewater treatment, reclamation, and civil engineering design; principles, practices and techniques involved in the construction, maintenance and operation of a large, complex wastewater treatment and reclamation system; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; principles and practices of budgeting, purchasing and maintenance of public records; research methods and analysis techniques; principles and practices of effective management and supervision; District personnel policies and labor contract provisions; principles and practices of sound business communications; organization and functions of a public board.

Ability to:

Analyze and make sound recommendations on complex management and administrative issues; review complex design plans; plan and direct a large, complex waste water treatment and reclamation system; understand, interpret, explain and apply District policy and procedures governing assigned areas of responsibility;

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present proposals and recommendations clearly and logically in public meetings; represent the District effectively in negotiations; develop and implement appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management, other governmental officials, contractors, developers vendors, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Continuous Improvement Knowledge and Abilities

Knowledge of:

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:

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; and make sound decisions based on departmental performance indicators.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in chemistry, biology/microbiology, civil engineering, or a closely related field; and at least ten years of progressively responsible experience in the operation and maintenance or design of a large, complex wastewater treatment and reclamation system, at least five of which were in a management capacity; or an equivalent combination of training and experience.

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Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

A State of California Wastewater Treatment Plant Operator's Certificate, Grade V, or a State of California Professional Engineer license.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District management, other governmental officials, contractors, vendors, employees and the public.

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.

The employee works under typical office conditions, and the noise level is usually quiet.

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