

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **WATER RECLAMATION MANAGER**

GRADE LEVEL: M14

SUPERVISOR TITLE: Assistant General Manager – Engineering and Operations

FLSA STATUS: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA



DEFINITION

Under general direction, to implement, manage and coordinate the activities of the District's Water Reclamation Department, including the operation and maintenance of the Santa Rosa Regional Resource Authority's (SRRRA) water reclamation plant, wastewater collection systems, and laboratory, along with the Rancho California Water District (RCWD) wastewater collection system and Vail Lake RV Resort Onsite Wastewater Treatment Systems (OWTS). Supervise and participate in a variety of wastewater treatment, disposal and reuse services and activities including scheduling, supervision, and systems maintenance

CLASS CHARACTERISTICS

This is a middle management level classification with responsibility for managing and directing a District department. Responsibility consists of department budget, organizing and assigning duties, evaluating results, conducting performance appraisals and personnel and safety administration for the assigned functional area of responsibility. Recommend personnel actions such as hiring, promotion, discipline, and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level report to the assigned division head and directly supervise other support staff. This is an At-Will job classification and is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Implement, manage and coordinate operation and maintenance activities and achieve assigned goals and objectives; recommend necessary resources, staffing organizational structure and strategies
-  Investigate and prepare recommendations related to operational and administrative issues

- ✎ Implement and manage responsibilities defined in the District's Health, Safety and Environmental Manual
- ✎ Review, evaluate, and establish work methods, procedures, services and products; identify and recommend evaluation standards and criteria; monitor and assess measures of effectiveness and efficiency
- ✎ Recommend, implement and ensure compliance with administrative and operational policies and procedures
- ✎ Participate in hiring, supervising, training and evaluating assigned staff; establish work standards and expectations; conduct performance evaluations; counsel and discipline employees as required
- ✎ Develop and recommend the department's budget; participate in monitoring appropriations and expenditures; allocate required work hours, recommend mid-year adjustments as necessary
- ✎ Participate in the District's Safety Committee
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ Manage the SRRRA's water reclamation plant, SRRRA and District Pretreatment program, SRRRA Stormwater program, SRRRA and District wastewater collection systems, SRRRA laboratory and maintenance programs, ensuring permit compliance for each area.
- ✎ Provide proper and adequate training programs for department as may be required by the District's Health, Safety and Environmental Manual
- ✎ Manage all wastewater treatment plant operations; analyzing and evaluating all wastewater operations
- ✎ Manage all OWTS's at the Vail Lake RV Resort.
- ✎ Supervise and enforce compliance with the Rancho California Water District Health and Safety Manual policies and procedures
- ✎ Prepare wastewater system-related reports to staff for submission to the Santa Rosa Regional Resource Authority (SRRRA), Regional Water Quality Control Board(RWQCB), State Department of Health Services(DHS), South Coast Air Quality Management District(SCAQMD), and Environmental Protection Agency(EPA)
- ✎ Utilize the computerized maintenance management system(CMMS) to generate and complete work orders
- ✎ Oversee the Accounting software system to generate and track purchase orders and to record and approve time sheets
- ✎ Supervise the collection and testing of all wastewater samples to comply with State Department of Health Services(DHS), Regional Water Quality Control Board(RWQCB), and Environmental Protection Agency(EPA)
- ✎ Designated as Chief Plant Operator for the reclamation facility and must sign an acknowledgement accepting this responsibility and file it with the State Water Resources Control Board(SWRCB)
- ✎ (*Outsourced all certified lab testing. Position not needed*)Administer pretreatment inspections, application reviews and preparing the annual pretreatment report
- ✎ Notify the State Department of Health Services(DHS) and Regional Water Quality Control Board(RWQCB) of reclaimed water spill events, wastewater collection spill events or any effluent discharge violations

- ✎ Notify the South Coast Air Quality Management District(SCAQMD) of any permit or air quality violations
- ✎ Prepare and present staff reports and other necessary correspondence to boards, commissions, and committees
- ✎ May respond to emergencies involving plant equipment failure or chemical leaks
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of public utility water reclamation plant, pretreatment and wastewater collection system operations, onsite wastewater treatment systems, laboratory testing and analysis and collection system maintenance
- ✎ Principles and application of Supervisory Control and Data Acquisition (SCADA) Systems
- ✎ Principles of employee supervision including training, development and performance evaluation
- ✎ Techniques of public agency budget administration
- ✎ Principles and techniques of sound safety management
- ✎ Emergency Response procedures
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✎ Applicable laws, codes, regulations, and ordinances
- ✎ Storm Water sampling, regulations and reporting requirements
- ✎ Read piping and instrumentation drawings

Ability to:

- ✎ Implement and evaluate a full range of water reclamation plant, pretreatment, onsite wastewater treatment system, laboratory and wastewater collections system services
- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Select, supervise, train and evaluate assigned staff
- ✎ Coordinate assigned activities with those of other public agencies and District divisions
- ✎ Administer an assigned department budget
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Operate hand tools, power tools and heavy equipment
- ✎ Operate forklift and bobtail truck
- ✎ Gain cooperation through discussion and persuasion

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) or more years of increasingly responsible experience in the operation, construction, and/or maintenance of wastewater treatment plants, wastewater collection systems and water reclamation systems, with a minimum of two (2) years supervisory experience/capacity or equivalent (i.e. experience as an acting supervisor, and/or supervising a project or team).

Training: Any combination of formal or informal training and education to include graduation or equivalent from high school supplemented by college level courses in Water, Wastewater, Management, and/or Public Works Administration.

Licenses/Certificates:

- ✎ Grade 4 Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board (SWRCB), required
- ✎ *(no longer requires a Lab Director)* Environmental Compliance Inspector Grade 1 Certificate issued by the California Water Environment Association (CWEA), required or obtained within one (1) year of hire date
- ✎ Valid California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical requirements:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance
- ✎ *(adequate staff to perform any SCBA required activities)*

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

OTHER REQUIREMENTS

- ✎ May be required to work varying hours, nights, weekends, Holidays and overtime as necessary
- ✎ Regular attendance
- ✎ *(does not pull stand-by duty)* This position is at-will and classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA)

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date