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# Mt. View Sanitary District

## Policies and Procedures Manual

**POLICY TITLE: Wastewater Operations Manager/Chief Plant Operator (CPO)**

**POLICY NUMBER: 2333**

**July 2019**

**FLSA: EXEMPT**

### WASTEWATER OPERATIONS MANAGER/CPO

#### DEFINITION

Directs the operation, maintenance and staff activities of the wastewater collection system, wastewater treatment plant, and marshes. Serves as the Mt. View Sanitary District wastewater treatment plant Chief Plant Operator (CPO); Under general direction from the District Manager and/or Assistant District Manager, plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned wastewater collection system and treatment plant operations, maintenance, and repair projects and other special programs; provides responsible technical assistance to the District Manager and Assistant District Manager; performs a variety of technical tasks relative to the operations and maintenance of the District's wastewater facilities and systems; and performs related work as required.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Manager and/or Assistant District Manager. Exercises direct and general supervision over technical and maintenance staff.

#### CLASS CHARACTERISTICS

This is the full management-level class in the wastewater operations and maintenance section. This position serves as the Mt. View Sanitary District Chief Plant Operator. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of wastewater treatment plant operations and maintenance staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

#### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right 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.*

- Operates and maintains the Mt. View Sanitary District Wastewater Treatment Plant to meet all requirements of the District's NPDES permit as Chief Plant Operator.
- Operates and maintains the Mt. View Sanitary District Wastewater Collection System to meet all requirement of the District Sewer System Management Plan (SSMP) and the State Water Resources Control Board's Statewide General Waste Discharge Requirements (WDR) for sanitary sewer systems.

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- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the wastewater operations and maintenance work division.
- 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, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Investigates field conditions, recommends solutions, and works with the District Engineer to resolve facility problems.
- Plans and directs the modification of software, computer, microprocessors, and field instrumentation for more efficient, reliable, and economical plant operation.
- Interprets, implements and integrates regulatory requirements such as the Clean Water Act, Clean Air Act, and others into the process control system, day-to-day routine operations of the plant and laboratory support of the various permits.
- Analyzes and maintains records on operating conditions.
- Develops safety procedures and is responsible for their implementation to ensure compliance with all Cal/OSHA requirements.
- Reviews construction plans and specifications for compatibility with goals and objectives.
- Participates in District-level planning.
- Directs modifications of the treatment processes with the technical advice and recommendations of the laboratory.
- Develops emergency and contingency plans and is responsible for their implementation in the event of failure or unusual operating conditions.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the operations and maintenance work unit assigned to wastewater treatment; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects.
- Prepares operations budgets and monitor the division expenditures; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; changes flow meter charts; makes process adjustments according to information gathered, samples collected, readings, and records.
- Performs proper usage and handling of chemicals according to industry standards.
- Performs the most difficult wastewater treatment plant operations, maintenance, and repair duties and provides technical assistance to operators.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Maintains logs and records of work performed; prepares periodic reports.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Responds to operations, maintenance, and repair emergency situations as required.
- Performs other related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

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- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Water chemistry, sanitary microbiology, sedimentation theory, laboratory analyses of water and wastewater, and instrumentation and computer applications common to a modern water pollution control facility.
- Practices and techniques related to wastewater and/or hazardous materials sampling, sample handling, and standard analysis methods.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Modern integrated computer maintenance management systems.
- Principles, practices, and programs for the District's industrial wastewater source control program, the industrial waste inspection function, and related programs and projects.
- Equipment, tools, and materials used in maintenance activities and services related to wastewater treatment and distribution systems.
- Basic mechanical, electrical, and hydraulic principles.
- Basic and advanced arithmetic and statistical techniques.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of wastewater treatment plant systems and facilities, including related equipment and hazardous materials.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- On a continuous basis identify and analyze operating/maintenance problems, interpret drawings, know operation techniques, observe activities, problem solve personnel problems, remember regulations, understand processes, and explain data, policies, and procedures and take appropriate action.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct wastewater treatment maintenance and repair operations and activities.
- Interpret, apply, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively deal with complex budgets, operations, and other matters relating to the administrative supervision of a major organizational unit.
- Evaluate the results of laboratory experiments and studies.
- Review the economic feasibility of various operational alternatives and their effectiveness to the overall plant objectives.
- Oversee, direct, and coordinate the work of lower level staff. Develop work standards, goals, and objectives. Evaluate personnel needs and establish performance measurements.

- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research, and analyze relevant information, develop and present recommendations, and justification for the solution.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare correspondence and technical reports, which are complete, clear, and concise.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in a team environment as a contributing team member.

**Education and 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:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized training in wastewater treatment operations and maintenance, and five (5) years of responsible experience in the operation and maintenance of a wastewater treatment plant, including three (3) years of lead or supervisory experience.  
or

Equivalent to a bachelor's degree from an accredited college or university with a major in civil, environmental, or mechanical engineering; environmental science, biology, chemistry, business, or a closely related field.

**Licenses and Certifications:**

- Possession of a Grade V Wastewater Treatment Operator Certificate issued by the State of California Water Resources Control Board.
- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as a condition of employment.
- Possession of, or ability to obtain and maintain, an appropriate valid California's Class B driver's license within nine months of appointment is highly desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field and wastewater treatment facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and 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 of moderate to heavy weight using safe lifting techniques with the use of proper equipment. Examples of potential lifting tasks include moving (not lifting) manhole covers up to 75 lbs., carrying mechanical parts, equipment, and tools up to 50 lbs. and carrying miscellaneous objects such as chemical containers, waste containers, etc. also up to 50 lbs.

#### **ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.

#### **WORKING CONDITIONS**

May be required to respond to emergencies on evenings, weekends, and holidays.