

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: DIRECTOR OF WATER RECLAMATION

DATE: 11/06/07

JOB CODE: 11800

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MGMT/CONF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general administrative direction, to plan, organize, direct and administer the Municipal Water Department's water reclamation operations, including secondary and tertiary wastewater facilities and maintenance and construction; to be responsible for directing and coordinating operational and technical activities of water reclamation facilities; perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Director of Water Reclamation is a single position class that reports to the General Manager and is responsible for integrating and managing, through subordinate supervisors, a wide variety of functions, programs and staff engaged in the operation of the Department's water reclamation facilities and systems. This class exercises significant authority and independence in implementing a broad range of services and programs in coordination with other Department directors, managers and outside agencies. Discretion is required in applying general goal and policy statements and in resolving organizational and service delivery problems.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and all city department staff;
- Plan, organize, direct and administer water reclamation operations including maintenance, construction, collection, pretreatment and disposal;
- Perform water reclamation projects as requested by the General Manager;
- Assign work to and evaluate the performance of subordinate managerial and supervisory personnel;
- Establish policies, procedures, schedules and methods for the operation and maintenance of the wastewater treatment plant;

- Establish and ensure compliance with methods and procedures for the treatment and processing of sewage to conform to state and local requirements;
- Control the requisition of supplies, materials and equipment;
- Ensure that equipment is maintained, repaired or acquired to effect optimal efficiency, reliability, economy and safety of operations;
- Make critical decisions to resolve emergency conditions resulting from co-generation, sewage collections, treatment and disposal system malfunctions;
- Review, interpret and analyze new and proposed legislation to determine effect of legislation on operations and programs, advise superiors of findings;
- Ensure user compliance to industrial discharge ordinances and mandates through programs of inspection, assistance and education;
- Develop, implement and monitor long-term plans, goals and objectives designed to achieve the Department's mission and assigned priorities;
- Participate in the Department's short and long-range planning process for treatment and reclamation needs and requirements;
- Assure effective cost and manpower controls through a formal and continuing maintenance management program;
- Provide coaching for performance improvement and development of subordinate supervisors and employees;
- Prepare regular and special reports as required;
- Recommend personnel hiring, promotions, salary increases and disciplinary actions;
- Confer with and provide expert assistance to Department management in the areas of wastewater operations and maintenance;
- Review engineering design plans for water reclamation plants, systems and facilities to ensure conformance with Department standards and policies;
- Attend meetings of the Board of Water Commissioners and represent the Department with other agencies, organizations and individuals;
- Operate Department vehicles;
- Represent management for the Water Reclamation Division in mid-management and general labor negotiations;
- Prepare facility operating and capital outlay budget and monitor expenditures against goals and objectives;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Adhere to safety, cleanliness and fire prevention rules and standards;
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Theory, principles, practices and techniques of wastewater treatment and reclamation;
- Principles and practices of budgeting and purchasing;
- Administrative principles and practices including work organization and planning, budgeting, supervision, training and the development of goals and objectives;
- Contract administration procedures and methods;
- Mid-level computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and Department utilized software application programs;
- Public relations techniques;
- Organization and functions of a public board;
- Appropriate safety precautions and procedures.

Ability to:

- Plan, organize, administer, coordinate and direct the activities of several major sections and motivate employees;
- Interpret specific rules, laws and policies and apply them in a variety of procedural situations;
- Exercise sound independent judgment and discretion in applying and interpreting department policies and practices within established guidelines;
- Analyze and make sound recommendations on complex management and administrative issues;
- Motivate employees to accomplish tasks through teamwork;
- Train and develop subordinates in the principles of supervision;
- Tactfully and effectively deal with officials and representatives of other jurisdictions, departments and the general public;
- Represent the Department effectively in negotiations;
- Work under high stress conditions;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Prepare written correspondence and reports;

- Must maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Bachelors degree from a recognized college or university with major course work in business or public administration, engineering, or science;

And

Experience: Five (5) years of progressively responsible management experience in the Water Reclamation field.

Certificates: Registration as a Professional Engineer in the State of California is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Class "C" driver's license. For out of state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

An employee in this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions. There is frequent need to stand, stoop, walk, crawl, climb and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, transport materials and supplies weighing up to 25 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Director of Water Reclamation
To: Deputy General Manager

Job Description:

BOWC Approved: 11/6/07