

ENCINA WASTEWATER AUTHORITY

DATE: August 2022
POSITION TITLE: Director of Operations
DEPARTMENT: Operations
REPORTS TO: Assistant General Manager
FLSA STATUS: Exempt

POSITION SUMMARY: Under policy direction from the General Manager and the general supervision of the Assistant General Manager, customarily and regularly exercises discretion, independent judgment and decision-making, leads, plans, organizes, directs, and oversees the operations of all Encina Wastewater Authority (EWA) owned and/or operated facilities including: Encina Water Pollution Control Facility (EWPCF); Remote Facilities (Agua Hedionda Pump Station, Buena Vista Pump Station, Buena Creek Pump Station, Raceway Basin Pump Station, and Carlsbad Water Recycling Facility (CWRF); and Resource Recovery (biosolids handling and recycling, fertilizer sales and distribution, alternative fuels, and cogeneration plant); directs and participates in the development and implementation of short and long-term goals and objectives consistent with the EWA's strategic plans and objectives; ensures all assigned operations and functions serve the needs of the Agency, while complying with applicable laws and regulations. The incumbent of this position serves as an executive member of EWA.

SUPERVISORY DIMENSIONS: Through subordinate management staff, Exercises direct and general supervision of the staff and activities of the Operations Department.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Consistently model a strong personal commitment to EWA's Mission, Vision, and Values; exhibit all leadership traits and ethical behaviors required of California local government executives.
- Provides day-to-day leadership and works with the executive and management team members on a regular basis to ensure a high performance, customer service-oriented work environment, consistent with sound management principles and EWA's mission and values.
- Manages the performance of Operations staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and other rewards to recognize staff performance; hears and makes recommendations on grievances; and takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the human resources policies and subject to General Manager concurrence.

- Actively engages in succession management, to include leading the department's workforce planning efforts and encouraging related staff development through appropriate development activities.
- Effectively interact with Member Agencies, standing Committees, and Board of Directors on all items related to Operations. Provide monthly Operational Status Reports to executive management and Board of Directors as well as other reports requested by the Board, Member Agencies, and other stakeholders.
- Through subordinate management staff, leads the development of Operational strategies; directs, implements, and administers comprehensive programs, policies, guidelines, and procedures that incorporate and are consistent with EWA goals and objectives; reviews and approves staff recommendations on department work organization, assignments, work schedules, training, professional development, and prepares and reviews performance evaluations.
- Through subordinate management staff, develop and manage the Operations Department budget, including preparing budget and staffing recommendations, initiating and/or approving purchase requests, adhering to purchasing policies and procedures, and monitoring expenditures to ensure that the department's expenses remain within budget.
- Exercises sound operational principles and practices for operating a major wastewater and resource reclamation facility, including associated equipment, in a cost-effective manner; recommend facility improvements based on the safety, efficiency and effectiveness of operations and procedures; assure compliance with all applicable Federal, State, and Local regulations pertaining to the lawful operation of Encina Joint Systems facilities and related facilities operated by EWA under contracts with the Encina Member Agencies.
- Reviews, evaluates, and recommends approval and/or modification of plans for wastewater facility projects prepared by EWA staff and consulting engineers; recommends and coordinates design changes.
- Participates in regional, state, and national water, wastewater, biosolids, and other professional meetings and conferences to stay abreast of trends and technologies related to EWA's operations.
- Participates in industry and intergovernmental committees and workgroups to influence legislative and regulatory change consistent with the EWA's interests and needs; analyzes proposed legislation and regulations and recommends options on legislative matters affecting EWA's operations.
- Attend regularly scheduled Board of Directors and Committee Meetings as required.
- May act for the Assistant General Manager in their absence.
- Act in the capacity of Incident Commander to oversee emergency and disaster response activities, when necessary, in accordance with EWA's Emergency Response Plan.
- Performs related duties as assigned.

Specific types of knowledge, skills and physical abilities required for these duties:

- Ability to consistently demonstrate the advanced organizational-, staff-, and self-leadership skills required to communicate effectively with all constituencies including elected officials, private citizens, executives, managers, technical staff, EWA Member Agencies, other public entities, non-governmental agencies, consultants and suppliers.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Principles and practices of public administration, including budgeting, purchasing, maintenance of public records, research and report preparation, contract negotiation and administration.
- Demonstrated management skills, including planning, organizing, staffing, directing, controlling, budgeting, and critical thinking and decision-making techniques.
- Knowledge of primary, secondary, and advanced water and solids treatment processes, water reclamation, anaerobic solids digestion, solids thickening and dewatering, cogeneration power plants, collection system lift stations, chemical handling, chlorination, instrumentation, and computer monitoring systems.
- Knowledge of Federal and State regulations and safety practices and procedures as they apply to wastewater treatment facilities, mechanical equipment, chemical handling, and gas management systems.
- Knowledge of Federal and State wastewater discharge and reclamation requirements, Hazardous Materials Communication, and mandatory Operator Certification Program.
- Ability to plan, direct, forecast, and makes effective written and oral presentations.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Effectively represent EWA in meetings with governmental agencies, members of the public, various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Ability to investigate, research, and compile information and present it in an organized manner.
- Experience with reading and interpreting engineering plans, specifications, and contract documents.
- Administration of awarded contracts for supply of chemicals, biosolids hauling, alternative fuels receiving, and others.
- Proficient in computer fundamentals and Microsoft Office applications, i.e. Access, Excel, Word, PowerPoint.
- Ability to work varying hours, weekends, and holidays; and respond to 24-hour emergency call-ins.

EDUCATION REQUIREMENT: Bachelor's Degree in science, engineering, business, public administration, or a closely related field of study from an accredited college or university. A Master's degree is desirable.

EXPERIENCE REQUIREMENT: Ten (10) years of progressively responsible experience in water or wastewater Operations, to include six (6) years of experience in a senior management capacity leading operations, maintenance, or environmental staff in a comparable agency. Closely related work experience may be substituted in lieu of specific educational or experience requirements.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and the ability to be insured under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

CERTIFICATION REQUIREMENT: Possession of a valid Grade V Operator Certification issued by the State of California Water Resources Control Board or the ability to obtain certification within 12 months of appointment to the position and maintenance of the certificate in active status.

CONFIDENTIALITY STATEMENT: This position requires access to confidential documents and/or records. Material of this nature must be handled appropriately to maintain confidentiality. Failure to maintain the confidential nature of appropriately classified material may result in disciplinary action up to and including termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

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

Employee must be able to take actions that will protect his/her own safety and the safety of others in a dynamic, changing, and inherently dangerous work environment. Employee must have ability to accurately perceive and avoid potentially hazardous changes in elevation, overhead risks, and automatically starting equipment in the work environment, as well as the ability to detect by smell the presence of hazardous chemicals, compounds and gases.

Mental Demands

While performing the duties of this position, 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 other managers, board members, government officials, regulators, employees, and the public.

WORK ENVIRONMENT: The employee normally works in an office environment typical for a regional wastewater treatment and disposal enterprise. Noise levels are usually low to moderate.

ADDITIONAL QUALIFICATIONS: Possession of a good driving record and the ability to be insured by the Authority's insurance carrier; ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENT: Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation, physical examination, and a drug screen.