

ENCINA WASTEWATER AUTHORITY

DATE: August 2022

POSITION TITLE: Operations Manager (EWPCF Manager, Remote Facilities Manager, Resource Recovery Manager)

DEPARTMENT: Operations

REPORTS TO: Director of Operations

FLSA STATUS: Exempt

POSITION SUMMARY: Under general direction of the Director of Operations, customarily and regularly exercises discretion, independent judgment, and decision-making. This position serves as a professional-level resource for organizational, managerial, and operational analyses and studies. The incumbent of this position may be assigned to specialize in one or any of the following areas: 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); or Resource Recovery (biosolids handling and recycling, fertilizer sales and distribution, alternative fuels, and cogeneration). This position coordinates the day-to-day operation of the Encina Water Pollution Control Facility (EWPCF), Carlsbad Water Recycling Facility (CWRF), Remote Facilities, and other Authority operated facilities as directed by the Director of Operations. The incumbent is responsible for the budgeting, planning, coordinating, managing, scheduling, and supervising personnel in the operation and maintenance of complex secondary and tertiary wastewater treatment facilities, and wastewater conveyance facilities. This position ensures that: all permit requirements and applicable laws, regulations, and Authority policies are met; manages operational activities and limited maintenance at the EWPCF and other Authority operated facilities; performs a variety of technical and/or complex duties related to managing, evaluating, and controlling preliminary, primary, secondary, and tertiary wastewater treatment processes, effluent pumping station and auxiliary systems, biosolids handling and recycling processes, cogeneration systems, and air treatment systems; prepare, review, submit, and/or present technical operational, financial, and compliance reports; provide assistance to executive management in a variety of administrative, coordinative, analytical, and liaison capacity; involved in short and long-term planning, as well as development and administration of departmental policies, procedures, and services; serve as professional-level resource for organizational, managerial, and operational analyses and studies; and performs other related duties as assigned.

SUPERVISORY DIMENSIONS: Exercises direct and general supervision of the Operations Supervisors, Lead Operators, and Operators assigned to Encina Wastewater Authority's operational facilities, specifically preliminary, primary, secondary, tertiary wastewater treatment processes/ facilities, effluent pumping station, sewage pumping stations, biosolids handling and recycling facilities, and co-generation.

ESSENTIAL JOB DUTIES:

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

- Exhibit all leadership traits and ethical behaviors required of California local government executives.
- Promote the Authority's Mission, Vision, and Values.
- Manage the Authority's Operations staff, including assisting in developing and implementing Operations plans, goals, and objectives that incorporate and are consistent with Authority goals and objectives; review staff recommendations on work organization, assignments, work schedules, and training needs; manage the organization, distribution, and performance of the workload; prepare performance evaluations; recommend and support disciplinary actions; serve on employee interview panels; and identify and address training needs.
- Assist in the management of the Authority's Operations budgets, including budget preparation, staffing, and capital recommendations, approving purchase requests and monitoring expenditures to ensure that expenses remain within budget.
- Responsible for day-to-day operations, personnel scheduling, safety, reporting requirements, and production management of Authority operated facilities.
- Project Manager for the EWPCF, CWRF, Pump Station, Heat Dryer, Cogeneration, or other Authority operated facilities operations accounts at Encina.
- Review engineering plans and specifications for construction projects. Attend design and construction meetings and contribute comments and recommendations on projects as assigned.
- Interface and coordinate with the public, regulatory agencies, trucking firms, contractors, consultants, Member Agencies, and vendors.
- Maintain accurate records of personnel, materials, equipment, and plant operations.
- Interpret laboratory analyses, adjusts process parameters, and complies with operational procedures and instructions.
- Recommend facility improvements based on efficiency and effectiveness of operations and procedures.
- Assure facilities compliance with Federal and State regulations pertaining to wastewater and recycled water treatment and disposal, biosolids treatment, and air permits.
- Maintain effective relationships with other employees, representatives of public and private agencies, and the general public.
- Interface with the Technical Services Department in establishing service request priorities and coordinate departmental activities. Advise, assist, support, and interact with other Authority departments and divisions as appropriate.
- Prepare and present various written and oral reports.

- Act as a public and technical contact for wastewater treatment, recycled water treatment, sewage pumping/ conveyance facilities, solids handling and disposal facilities, cogeneration, advanced water treatment, and any other Authority operated facilities operational issues, providing information and assistance as appropriate.
- Conduct facility tours and information presentations.
- Operate equipment, including pumps, motors, valves, etc. to ensure the proper functioning of the wastewater treatment, recycled water treatment, sewage pumping/ conveyance, solids handling, cogeneration, and any other Authority operated process.
- Oversee general housekeeping tasks within the Authority operated facilities.
- Operate Authority vehicles in accordance with EWA Vehicle Use Policy.
- May act as Director of Operations in their absence.
- Monitor the Supervisory Control and Data Acquisition System (SCADA) computer to ensure all plant parameters are within compliance as dictated through the plant discharge permit and ensure all equipment is functioning properly; research, develop, and recommend improvements, modifications, enhancements, and changes to the plant's SCADA.
- Monitor construction projects at the Authority operated facilities and oversees vendors performing the work to ensure proper safety policies and procedure are followed and work is progressing satisfactorily, monitors expenditures against goals and objectives.
- Confer with engineering staff and consultants regarding the design and construction of new facilities and renovation of existing facilities.
- Participate in and Manage Authority staff and/ or member agency staff during incident command events. May serve as an incident commander.

Specific Types of Knowledge, Skills and Physical Abilities Required for These Duties:

- Possession of management skills including planning, organizing, staffing, directing, controlling, and budgeting. Ability to supervise, train, and develop staff.
- Knowledge of the operation of preliminary, primary, secondary, and advanced treatment processes, water reclamation, alternative fuels, biosolids heat drying, cogeneration, chemical handling, chlorination, instrumentation, and computer monitoring systems.
- Knowledge of Federal and State regulations and safety practices and procedures as they apply to biosolids, renewable resources, wastewater treatment processes and facilities, mechanical equipment, and chemical handling.
- Knowledge of Federal and State wastewater discharge and reclamation requirements, hazardous materials communication, and mandatory Operator certification program.
- Manage Operations of Authority's facilities in a cost-effective manner through efficient and effective use of chemical dosing and energy consumption.

- Responsible for meeting daily, weekly, monthly, and annual regulatory discharge requirements of the Encina Water Pollution Control Facility and Carlsbad Water Recycling Facility.
- May serve as Encina's Chief Plant Operator of EWPCF and/ or CWRP.
- Ability to plan, direct, forecast, and make effective written and oral presentations.
- Human relations skills for interfacing with management, operators, internal departments, external organizations, and the public.
- Knowledge of the Authority's purchasing policies and procedures.
- The ability to investigate and research, compile and present information in an organized manner; ability to operate automated equipment for operations data processing; and knowledge of instrumentation and programmable controllers.
- Familiarization with reading and interpreting engineering plans; knowledge of writing specifications, contract documents and administration of awarded contracts.
- Proficient in computer fundamentals and Microsoft Office applications (i.e., Excel, Word, PowerPoint, Teams, Outlook), WIMS, CMMS, and Authority's requisition and employee self-services program.
- May be required to move heavy objects, lift, bend, reach, and climb.
- Ability to work varying hours, weekends, and holidays, and respond to 24-hour emergency call-ins.
- Knowledge of the types of equipment used in the wastewater treatment, water recycling, sewage pumping/ conveyance, solids handling, cogeneration, and any other Authority operated process such as pumps, motors, valves, filters, engines, meters, blowers, and compressors.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas, and work in confined spaces.
- Perform mathematical calculations involved in wastewater treatment, water recycling, solids disposal, electrical generation, and other associated processes.
- Proficient in structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Ability to use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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

EXPERIENCE REQUIREMENT Eight (8) years of progressively responsible experience in the operation and maintenance of a wastewater treatment facility, to include four (4) years in a responsible supervisory or management capacity.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and 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.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms. Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the job, the employee may be exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee will typically work in office conditions, and the noise level is usually quiet.

ADDITIONAL QUALIFICATIONS: Possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the 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, and physical disability. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

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.