

## ENCINA WASTEWATER AUTHORITY

**DATE:** May 2018

**POSITION TITLE:** Remote Facilities Manager

**DEPARTMENT:** Operations

**REPORTS TO:** Director of Operations

**FLSA STATUS:** Exempt

**POSITION SUMMARY:** Under the supervision of the Director of Operations, customarily and regularly exercises discretion, independent judgment, and decision-making. This position (a) coordinates the day to day operation of the Carlsbad Water Reclamation Facility (CWRF), the Agua Hedionda Pump Station (AHPS), the Buena Vista Pump Station (BVPS), the Buena Creek Pump Station (BCPS), the Raceway Basin Pump Station (RBPS), and other Authority operated facilities as directed by the Director of Operations/CPO, including planning, coordinating, directing, scheduling, and supervising personnel in the operation and maintenance of complex secondary and tertiary wastewater treatment facilities to meet all permit requirements; (b) directs operational activities and limited maintenance at the CWRF, AHPS, BVPS, BCPS, RBPS, and other Authority operated facilities; (c) performs a variety of technical and/or complex duties related to managing, evaluating and controlling wastewater collection and reclamation treatment processes, Combined Pumping Station (CPS), and auxiliary systems; and (d) performs other related duties as assigned.

**SUPERVISORY DIMENSIONS:** Manages, coaches, and oversees the performance of the Operations supervisors and operators assigned to Encina Wastewater Authority's operational facilities, specifically the CWRF, AHPS, BVPS, BCPS, RBPS and the CPS.

### **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.
- Direct 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; direct the organization, distribution, and performance of the workload; prepare performance evaluations; initiate 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 CWRF, AHPS, BVPS, BCPS, and RBPS operations accounts at Encina.
- Interface and coordinate with the public, regulatory agencies, trucking firms, contractors, consultants and vendors.
- Maintain accurate records of personnel, materials, equipment and plant operations.
- Interpret laboratory analyses, adjust process parameters, and comply 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 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 coordinating 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 remote facilities operational issues, providing information and assistance as appropriate.
- Operate equipment, including pumps, motors, valves, etc. to ensure the proper functioning of the wastewater treatment process.
- Oversees general housekeeping tasks within the plant.
- Conduct facility tours and information presentations.
- Drive Authority vehicles.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Responsible for meeting daily, weekly, monthly, and annual regulatory discharge requirements of the Carlsbad Water Recycling Facility.
- May serve as Encina's Chief Plant Operator in the absence of the Director of Operations.
- 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. Access, Excel, Word, PowerPoint).
- May be required to move heavy objects, lift, bend, reach, and climb.
- Respond to 24-hour call-ins and work varying hours, weekends, holidays, and days off.
- Knowledge of the types of equipment used in the wastewater treatment 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 areas.

**EDUCATION/EXPERIENCE REQUIREMENT:** An Associate Degree in science, engineering, or business from an accredited college or university. Eight years of progressively responsible experience in the operation and maintenance of a wastewater treatment facility, to include two years in a responsible supervisory and/or management capacity. An additional four years of work experience may be substituted in lieu of an Associate Degree.

**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 III Operator Certification issued by the State of California Water Resources Control Board and maintenance of the certificate in active status. The ability to obtain a Grade V Wastewater Treatment Plant Operator Certificate no later than 18 months after appointment to the Remote Facilities Manager position.

**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 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 drug screen.**