

## **Goleta Sanitary District Job Description**

**Job Title:** Operations Manager  
**Department:** Plant Operations  
**Reports To:** General Manager/ District Engineer  
**FLSA Status:** Exempt

### **SUMMARY**

Supervises, plans, and coordinates the Operations and Maintenance of the District's Wastewater Treatment Facilities, Water Reclamation Facilities, and the District's Industrial Waste Control Program. Coordinates activities with other district departments, outside agencies, consultants and the general public. Analyzes, reviews, and makes recommendations on programs and policies affecting the district. Provides highly responsible and complex staff assistance to the General Manager/District Engineer and/or Assistant General Manager/ Assistant District Engineer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs and participates in the development and implementation of goals, objectives, policies, and procedures; and supervises and participates in the preparation of the operations and maintenance budgets.
- Monitors all departmental and cost center expenditures; recommends the purchase of equipment and materials; prepares cost estimates and recommendations for wastewater treatment, water reclamation, industrial waste control program and the Plant-wide services systems construction and operations.
- Coordinates the organization, staffing, and operation, maintenance and monitoring activities for the District's wastewater and water reclamation facilities including the Industrial Waste Control Program.
- Reviews research, testing, quality control, and other operational reports to ensure that quality standards, efficiency, and schedules are met.
- Selects, trains, motivates, and evaluates wastewater treatment operations, maintenance, and industrial waste control personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of the assigned budget; forecasts funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approval of expenditures as necessary.
- Coordinates assigned services and activities with those of other divisions and outside agencies and organizations; provides staff assistance to the District's General Manager/District Engineer and/or Assistant General Manager/Assistant District Engineer as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment.
- Ensures State wastewater treatment standards and guidelines are met; makes periodic inspections of facilities, including disposal site of bio-solids.
- Supervises the maintenance of time, material, and equipment use records; requisition supplies and materials.

- Analyzes treatment plant and laboratory reports; directs the adjustment of processing methods to maintain or improve plant efficiency; directs the investigation of industrial waste sources.
- Performs other duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **KNOWLEDGE OF**

Thorough knowledge of engineering principles and practices of wastewater treatment plant maintenance and operations; principles and practices of building maintenance, grounds maintenance, and landscaping maintenance; Federal, State and Local laws and regulations effecting wastewater treatment and water reclamation; principles, practices and procedures of public administration, management, supervision and employee training; methods of analyzing, evaluating, and modifying administrative procedures; principles of budget preparation and control; Occupational hazards and standard safety procedures and policies; standard principles of biology, chemistry and mathematics as related to wastewater treatment.

## **ABILITY TO**

Ability to plan, organize, direct and supervise the maintenance, construction and operations functions of the District's wastewater treatment and water reclamation facilities; oversee the training, safety, and certification programs; provide comprehensive administrative review of work activities, costs, staffing requirements, equipment uses, and time requirements; analyze work activities and operational problems, and institute improved methods of accomplishing functions; train and evaluate subordinate personnel; insure proper maintenance, construction, operation, and repair of District equipment and facilities; prepare and present comprehensive and concise reports; deal constructively with conflict and develop effective resolutions; analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Engineering or related science and five years of increasingly responsible experience in the operation and maintenance of wastewater treatment and water reclamation facilities including two years of supervisory experience, or ten years of increasingly responsible experience in the operation and maintenance of wastewater treatment and water reclamation facilities including four years of supervisory experience.

## **LANGUAGE SKILLS**

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Has ability to write reports, business correspondence, and procedure manuals. Has ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Has ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Has ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Has ability to define problems, collect data, establish facts, and draw valid conclusions. Has ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid California Class C driving license with a satisfactory driving record.
- Ability to obtain an American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificate.
- Possession of or ability to obtain a California Water Environment Grade I Laboratory Technologist Certificate within 18 months of hire date.
- Possession of, or ability to obtain a State of California, Grade V Wastewater Treatment Plant Operator Certificate within 18 months of hire date.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is occasionally required to work in confined spaces or other areas with potentially hazardous atmospheres requiring the use of self-contained breathing apparatus (SCBA) or respirators and in that respect is required to follow the District's facial hair policy.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.