

Central Marin Sanitation Agency  
1301 Andersen Drive  
San Rafael, CA 94901  
415.459.1455 415.459.3971 FAX

## **TREATMENT PLANT MANAGER**

### **SUMMARY**

Under administrative direction of the General Manager, is responsible for directing the Operations, Maintenance, and Electrical/ Instrumentation departments; plans, manages and coordinates the operations and maintenance of the wastewater treatment plant and related facilities; plans, manages and coordinates maintenance, equipment installations, and repairs; oversees use and upkeep of the Computerized Maintenance Management System; ensures the reliable operation of stationary and mobile equipment; ensures compliant process operation, conformance with applicable permits, laws, regulations and Agency policies; manages and coordinates implementation of the Agency Asset Management Program; oversees shift staffing for Operations; and performs related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to the following:

- Manages, supervises, directly and through subordinate levels of supervision, and coordinates activities related to the operation, installation, preventive and corrective maintenance and repair of equipment and systems found in a secondary activated sludge wastewater treatment plant and related pumping stations and piping systems.
- Management of the Asset Management Program and Computerized Maintenance Management System.
- Conducts regular plant and treatment process assessments; monitors the treatment processes and oversees adjustments of parameters to meet operational needs.
- Determines necessary maintenance and repair activities to ensure that operational and regulatory requirements are met and back up information for budget planning.
- Coordinates the work of the Operations, Electrical/Instrumentation and Maintenance departments with that of other Agency departments.
- Administers service contracts with local agencies; prepares budgets; coordinates contract work with O&M staff and other departments.
- Prepares and administers the annual operating budget for the departments; tracks budget expenditures; and prepares purchase orders.
- Prepares, reviews and administers professional and maintenance service contracts.
- Researches technical questions and problems with vendors, manufacturers, contractors and others.
- Oversees the appearance of the treatment facility and the control of objectionable odors; ensures that facilities are kept in a clean and orderly condition.
- Prepares and makes a variety of presentations to the Agency Commission, General Manager and others regarding O&M departmental operations.
- Represents the agency in meetings with representatives of other utilities, governmental agencies, various public and private groups and the public.
- Monitors changes in technology or regulations that may affect Agency operations and maintenance activities; recommends equipment, policy and procedural changes as required.
- Maintains or directs the maintenance of accurate records and files.
- Prepares a variety of accurate and effective correspondence, reports, procedures and other written materials.
- Performs the duties of the General Manager as required.

## **SUPERVISORY RESPONSIBILITIES**

This position supervises the Operations, Maintenance and Electrical/Instrumentation departments through four supervisors. Plans, reviews and evaluates the work of staff directly and through supervisors; provides for the training and professional development of staff. Carries out management responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning and assigning staff coverage, and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating, addressing and resolving personnel complaints and related problems.

## **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.

## **EDUCATION AND/OR EXPERIENCE**

Seven years of increasing responsibilities in the operation, maintenance and repair of facilities and equipment in an activated sludge, secondary wastewater treatment plant and related pumping stations; including four years of supervisory experience. Associate of Arts Degree in business management, environmental science, or a related technical field from two year college or technical school ; or ten years related experience and/or training; or equivalent combination of education and experience. A Bachelor's degree is highly desirable.

## **INTERPERSONAL SKILLS**

Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

## **LANGUAGE SKILLS**

Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; and communicate same to staff. Ability to write reports, correspondence and procedures. Ability to effectively present information and respond to questions from staff, other departments' managers, customers, the public, and technical representatives. Ability to respond to common inquiries or complaints from customers, and regulatory agencies.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to project budget costs, make maintenance project layout calculations and solve wastewater-related math problems.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to recognize, mitigate and correct unsafe conditions.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess Grade V Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result

in loss of employment.

### **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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, reach with hands and arms, and talk or hear in person or on the telephone or radio. Hearing is occasionally required for equipment operation analysis. The employee frequently is required to stand, walk, sit, and occasionally to climb or balance and stoop, kneel, crouch, or crawl.

The employee is occasionally required to smell, using odors to determine process or equipment problems. The employee must be able to lift and/or move up to 25 pounds above the head, and up to 50 pounds to waist height. Specific vision ability required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; to moving mechanical parts; fumes or airborne particles; and outdoor weather conditions, to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually quiet with occasional exposure to moderate noise in the field and a few loud equipment rooms.

Employee may be required to work overtime and off-shift hours, including weekends, on a project or emergency basis.

### **SPECIAL REQUIREMENTS**

There are no special requirements for this job.

### **RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

**Job Title:** Treatment Plant Manager  
**Department:** Administration  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Revised Date:** January 2007