



CENTRAL MARIN SANITATION AGENCY

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JOB DESCRIPTION: TREATMENT PLANT MANAGER

SUMMARY

Under direction of the General Manager, manages the Agency's Operations and Maintenance departments. This position plans, directs, and coordinates the operations and maintenance activities of the wastewater treatment plant and related facilities, and ensures the reliable operation of stationary and mobile equipment. Functions as the Agency's Chief-Plant-Operator and Legally Responsible Officer (LRO) for NPDES permit reporting and Air Quality Management District permit compliance, and ensures conformance with applicable permits, laws, and regulations. Manages and coordinates implementation of the Agency Asset Management Program and use of its Computerized Maintenance Management System, and performs related work as required.

DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- Manages, supervises, and coordinates activities related to the operation and maintenance of Agency equipment, facilities, processes, and systems.
- Manages the Agency's Asset Management Program and Computerized Maintenance Management System.
- Conducts regular treatment facility and process assessments; oversees adjustments of process control systems and equipment to meet regulatory compliance and operational needs.
- Determines necessary maintenance and repair activities to ensure that operational and regulatory requirements are continuously met.
- Coordinates the work of the Operations and Maintenance departments with that of other Agency departments, the JPA member agencies, and local agencies, as needed.
- Administers and manages assigned service contracts with local agencies.
- Oversees the preparation, administration, and management of the annual operating budgets for the Operations and Maintenance departments.
- Administers assigned professional and maintenance service contracts.
- Researches technical questions and problems with vendors, manufacturers, contractors, and others.
- Oversees the operation and maintenance of the Organic Waste Receiving Facility and Cogeneration Systems.
- Oversees the clean and orderly appearance of the Agency's grounds, buildings, and facilities.
- Manages the Agency's odor control programs.
- Prepares and gives presentations to the Agency Commission, and other stakeholders regarding operation and maintenance activities.
- Represents the Agency in meetings with representatives of local and regional 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 needed.
- Maintains or directs the maintenance of accurate records and files.
- Prepares a variety of accurate and effective correspondence, reports, procedures, and other written materials.
- Serves as the acting General Manager, as requested by the General Manager, or by the Board Chair in the absence of the General Manager.

SUPERVISORY RESPONSIBILITIES

This position supervises the Operations and Maintenance departments through subordinate supervisors; plans, reviews, and evaluates the work of staff directly and through supervisors; provides for the training and professional development of department staff. Carries out management responsibilities in accordance with Agency guidelines and policies, as well as applicable labor, regulatory, and safety regulations and laws. Responsibilities include interviewing, preparing 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; evaluating performance; 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 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 wastewater treatment plant and related facilities; including four years of supervisory experience. Baccalaureate Degree in business management, environmental science, or a related technical field from a four-year college is desirable.

Interpersonal Skills

Ability to work cohesively in a team setting; ability to interact with co-workers, supervisors, subordinates, vendors, and 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; successfully balance life demands with work demands; 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 and operating and maintenance instructions and procedure manuals, and communicate them to staff. Ability to write reports, correspondence, and procedures. Ability to effectively present information in a variety of settings, and respond to questions from staff, management, customers, the public, and technical representatives. Ability to respond to common inquiries or complaints from the public 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 expenses, prepare 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, AND REGISTRATIONS

Must possess a Grade V Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board (SWRCB) at hire or within 12 months of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to 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 is frequently 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 includes 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 functions of this job.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; 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 loud noise in a few equipment rooms.

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:	October 2024