



CENTRAL MARIN SANITATION AGENCY

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TECHNICAL SERVICES MANAGER/ASSISTANT GENERAL MANAGER

SUMMARY

Under direction from the General Manager (GM), manages the day-to-day operations of the Technical Services Department and serves as Assistant General Manager. This position manages the Agency's Capital Improvement Program, and various engineering and asset management projects and programs from evaluation through design and construction; serves as Agency Engineer when working with internal and external stakeholders; oversees the function and activities of the Agency's environmental laboratory and source control programs; and performs other duties as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Develop and manages the Technical Services department operating budgets.
- Under general direction and as part of the Executive Team, assists the GM with planning, administering, implementing, and managing key organizational functions and activities.
- In concert with the GM, provides technical information and assistance to the Board of Commissioners and attends Board meetings. Performs the functions of the GM as designated by the GM as needed.
- Oversees coordination between the Agency's Technical Services, Operations, and Maintenance departments with respect to planned activities, construction scheduling, resourcing activities, and review of both design and operational documentation.
- Assists the GM with long-term financial and capital planning, budget development, issuing of revenue bonds, long-term financial forecast, and rate-setting processes.
- Manages procurement contract administration to ensure Agency procedures for issuing and managing contracts are uniformly applied.
- Prepares effective technical, statistical, written and narrative reports and correspondences.
- Develops, monitors, and manages the Agency's 10-Year Capital Improvement Program.
- Manages the design and construction of capital improvement projects and other Agency projects.
- Oversees and implements processes for selecting consultants to assist the Agency in studies, design, and construction related services.
- Serves as project manager and/or construction manager for technical studies and capital improvement projects from planning to completion of construction including preparation of cost estimates.
- Oversees the Regulatory Compliance Manager in managing all aspects of the Agency's laboratory and environmental compliance programs, including the administration of service contracts with local public agencies for pollution prevention, public education and source control.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include but are not limited to the following:

- Advises on matters to evaluate and improve operational efficiency.
- Ensures proper maintenance of records.
- Assists GM with various employment law/contract claim related legal matters.
- Provides QA/QC review of documents prepared for or by other departments.

- Responds to stakeholder complaints and proactively assists in solving problems related to Agency projects and programs.
- Leads the following activities for the Agency's power delivery program: development and review of organic waste feedstock supply contracts and oversight of routine billing activities for organic waste feedstocks.
- Assists the GM in managing and directing the day-to-day activities to achieve overall successful performance of the Agency and provides leadership to the organization.
- Advises on wastewater process control matters when requested.
- Directly or indirectly oversees activities of the Agency's Annual Strategic Planning and Power Delivery Committees.
- Acts as Agency Engineer, representing CMSA's interests in meetings with a variety of stakeholders, including developing, awarding, and administering cooperative multi-agency contracts or projects.
- Provide functional oversight of all aspects of Agency's Power Delivery and Air Permitting Programs.
- Participates in the Agency's asset management program and provides support services as requested. Oversees the biosolids management programs and indirectly oversees Regulatory Compliance Manager in managing the facility's stormwater program.
- Coordinates the Agency's plan review process for improvements to restaurants, industrial facilities, and auto-related industries to determine compliance with Agency regulations.
- Directs all aspects of the Agency's environmental compliance program including industrial waste inspections, permitting, and enforcement of requirements.

SUPERVISORY RESPONSIBILITIES

Supervises Technical Services Department staff; carries out management responsibilities in accordance with Agency policies and procedures, as well as applicable labor, regulatory and safety 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 employee 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 essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Equivalent of a Bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in Civil, Mechanical, Environmental, or Sanitary Engineering. Graduate degree in Environmental/Civil Engineering desirable. Minimum of five years of professional level engineering experience in a water, wastewater, or environmental related setting at the senior engineering level is preferred.

Interpersonal Skills

Ability to work cohesively in a team setting; 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; successfully balance life demands with work demands.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports, correspondence, and procedures. Ability to effectively present information in a variety of settings, and respond to questions from staff, other department managers, customers, the public, contractors, consultants, and technical representatives.

Mathematical Skills

Ability to carry out complex Civil and/or Environmental Engineering calculations involving advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, geometry and trigonometry, frequency distributions, and determination of test reliability and validity.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas and graphs.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be registered as a Professional Engineer in the State of California. Failure to maintain this registration may result in loss of employment.

PHYSICAL DEMANDS

The employee is regularly required to talk or listen in person, on the telephone, or on the radio. The employee is frequently required to walk, to use hands, and to sit. The employee is occasionally required to stand, to climb or balance, and to stoop, kneel, crouch, or crawl.

The employee must lift and/or move up to 20 pounds above the head, and up to 50 pounds to waist height. Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT

The employee typically works in an office environment with moderate noise levels, temperature-controlled conditions, and no direct exposure to hazardous physical substances. While performing field duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the field work environment is usually moderate, with occasional exposure to loud equipment.

Job Title: Technical Services Manager/Assistant General Manager
Department: Technical Services
Reports To: General Manager
FLSA Status: Exempt
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