

SILICON VALLEY CLEAN WATER

Job Description

November 2017

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee

JOB TITLE: CHIEF OPERATING OFFICER

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY: Under general guidance of the SVCW Manager; manages, plans, coordinates, and reviews the Operation, Maintenance, Laboratory, and Environmental Services Departments of the wastewater treatment plant and conveyance systems. Ensures the compliant operation of all departments with all regulatory requirements, SVCW Policies and Procedures. The Chief Operating Officer must possess the knowledge, skills and ability to monitor, analyze, develop solutions, and correct conditions associated with complex technical conditions or human behavior in order to protect staff safety, regulatory compliance and maintain the positive SVCW working environment. Must be willing to work in difficult situations while maintaining the ability to communicate clearly and make effective decisions. Must be able to effectively communicate both orally and in writing, complex technical information to an audience ranging from very technical to the general public. Must be able to motivate and lead personnel in a collaborative and inclusive manner. Meets or exceeds program and project goals while also developing improved operating methods that enhance compliance and efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Manage, plan, organize, coordinate, direct and review the Operations, Maintenance, Laboratory and Environmental Services activities, including protection and repair of, a wide variety of wastewater systems including a Class V wastewater treatment plant, a force main, pump stations, and the operation and maintenance of a recycled water production process.
- Oversee the process control operation of wastewater treatment and recycled water processes.
- Oversee the preventative, predictive and corrective maintenance work activities of wastewater treatment and recycled water facilities.
- Maintain compliance with NPDES permit, state certification requirements of Operations staff and other regulatory mandates, assist in the development of safety policy for SVCW; manage the Directors of Operations, Maintenance, Laboratory and Environmental Services Department and some SVCW programs.
- Serve as the designated Chief Plant Operator for SVCW to the State Water Resources Control Board, Office of Operator Certification as assigned.

- Foster an inclusive organizational strategy, maintain supportive and collaborative working environments, and structure a system to maximize personnel and organizational effectiveness. Create performance dimensions, make selection of, train, and evaluate subordinate personnel.
- Understand, implement and assist with development of SVCW policy and procedures.
- Manage programs; select program managers, establish program goals and objectives, oversee progress, initiate solutions.
- Perform strategic planning for long term needs, assist Department Directors in budget preparation, ensure the compilation and maintenance of operations, maintenance, laboratory and environmental services records. Prepare regulatory reports.
- Develop and manage budgets for department and divisions. Approve requisitions materials, supplies, and equipment according to SVCW policy.
- Oversee the direction of emergency and wet weather response.
- Act as SVCW Manager when authorized by the Manager during the absence of the Manager and Assistant Manager.
- Perform a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative examples of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities, however, it is not a comprehensive list of all duties and responsibilities.

Knowledge of:

- Operation and maintenance of a large activated sludge wastewater treatment facility, including production of reclaimed water meeting CA Title 22 unlimited reuse requirements, the operation and maintenance of, including the protection and repair of, forcemains and pump stations.
- Local, state, and federal laws and regulations guiding wastewater plant operations, maintenance, Environmental Laboratory Accreditation and industrial pre-treatment inspections/compliance.
- Advanced Leadership techniques - specifically, inclusive management utilizing knowledge, skills and abilities of subordinate employees, including supportive management.
- Biology, chemistry, equipment maintenance, Standard Methods for laboratory procedures, and environmental compliance needed for wastewater treatment and related processes and technologies.
- Best management practices and effective management strategies.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Train, plan, organize, and direct the work of others.
- Interpret plant piping and distribution diagrams.
- Interpret control tests and direct the adjustment of process operations accordingly.
- Maintain records; prepare reports.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.

- Effectively organize and prioritize assigned work.
- Empower subordinates to accomplish work and function in an inclusive and collaborative organizational structure to effectively accomplish all work and assignments.
- Establish and maintain effective working relationships with subordinate personnel and other persons associated with SVCW.

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Bachelor Degree in Biology, Chemistry, Engineering or a closely related field to wastewater treatment is highly desired.

Ten (10) years supervisory experience in the operation, maintenance, laboratory and environmental services of a wastewater treatment plant; at least five (5) of which have been in a management capacity.

CERTIFICATION and LICENSING:

California Grade V Wastewater Operators Certificate.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

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.

Must have the ability to: see to drive vehicles, read fine print and video display terminals; hear and speak well enough to converse on the telephone, two way radio and in person over the noise of machinery; speak English well enough to be understood by diverse groups; smell odors; move fingers and hands dexterously; climb stairs and ladders; bend, stoop, kneel, stretch, reach, climb, stand and sit for long periods of time; use computers, calculators, and other office equipment. While performing the duties of this job, the employee is regularly required to sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee is frequently required to stand and walk for an extended period.

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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to fumes and odors, works at heights, and works with and around machinery having moving parts. The employee is occasionally exposed to outside weather conditions and uses agency owned or personal vehicles and occasionally works evenings or on weekends. The noise level in the work environment is usually minimal.