

SILICON VALLEY CLEAN WATER
Job Description
September 2019

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: Manager

GRADE:

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 Commission, serves as the chief executive officer of SVCW with the responsibility for all operational, fiscal, and business functions related to the operation and maintenance of the treatment plant, conveyance system, and related facilities.

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.

- Acts within the highest ethical standards befitting the chief executive officer of the agency.
- Makes policy, procedure, budget, personnel and technical recommendations to the Commission regarding SVCW business.
- Creates the mission and vision for SVCW and fosters the environment to achieve each.
- Provides a wide variety of information to the Commission regarding SVCW business.
- Ensures operational effectiveness of the SVCW facilities and processes to meet all permit and regulatory requirements.
- Ensures safe practices are established and followed and cultivates a strong safety culture.
- Ensures proper maintenance and asset management techniques and procedures are utilized.
- Establishes and implements effective business procedures and practices, including budgeting, purchasing, accounting, information systems, and training.
- Manages development and administration of the SVCW budget.

- Interacts with the SVCW Controller and Treasurer to insure proper accounting and management of SVCW funds.
- Manages development, administration and implementation of SVCW Capital Improvement Program.
- Prepares and maintains reports and records.
- Interacts with SVCW Legal Counsel to coordinate legal matters pertaining to the agency.
- Executes contracts for services, supplies, capital items, property and maintenance.
- Provide strong leadership to SVCW staff.
- Acts as final authority for salaries, hiring, firing, and disciplinary actions.
- Manages Union relations and negotiations.
- Negotiates permit requirements with regulatory bodies.
- Represents SVCW before JPA agencies, business and community groups, public agencies, professional organizations and regulatory bodies.
- Exercises emergency authorities as specified by the JPA.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Laws, codes, and regulations governing wastewater conveyance and treatment plant operations and maintenance.
- Effective and efficient wastewater operations and maintenance practices.
- Public agency budgeting principles.
- Construction techniques and management practices.
- Effective personnel, staffing and communication skills.
- Effective Public Relations techniques.
- Human resource management laws, practices and procedures.
- Management practices and procedures to ensure a productive workforce.
- Safety and environmental policies, practices, laws and procedures.
- Capital Improvement Program development and implementation practices.
- Effective financial management principles and practices for public agencies.
- Effective program management practices.
- Modern office methods and procedures.
- Office equipment such as computer, printer, photocopier.
- Word processing, Spreadsheet, SCADA, Asset Management, Accounting and other related software applications.

Ability to:

- Provide strong leadership, set clear goals, and facilitate organizational change.
- Effectively assign resources and personnel to meet objectives.
- Develop and administer operating budgets to meet SVCW needs.
- Develop, recommend to the Commission for approval, and implement policy for the operation of SVCW.
- Represent SVCW effectively with JPA agencies, business and community groups, public agencies, and regulatory bodies.
- Communicate effectively verbally and in writing with employees, the public and the Commission.
- Develop and Implement a long term Capital Improvement Program.
- Work with accuracy and attention to detail.
- Establish safety procedures and create an effective safety culture.
- Evaluate wastewater processes, equipment needs and solutions to insure proficient facility operation, maintenance and compliance.
- Negotiate effective contracts and business solutions.
- Operate PC and related software applications.
- Establish and maintain effective working relationships with coworkers, governmental groups, non-governmental groups, city councils, boards, the general public and others.

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's degree from an accredited college or university in a related field with coursework in engineering, chemistry, business, public and/or financial management administration, a master's or professional degree is preferred.

Ten (10) years' experience in a wastewater treatment agency or related organization, including five (5) years of executive management level experience.

CERTIFICATION and LICENSING:

Professional Engineering License in the state of California, Wastewater Treatment Plant Operator Grade V or Mechanical Technologist, Grade V, with at least five (5) years management level experience in a similar facility while possessing one or more of the above.

Valid California Class C Driver's License or equivalent 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.

While performing the duties of this job, the employee is regularly required to stand and sit. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is routinely required to stand, walk and climb steps and occasionally required to climb ladders. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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 both indoor and outdoor conditions. The employee regularly works near video display. The employee is occasionally exposed to outside weather conditions. The employee uses agency vehicles on short and long distance trips for business purposes. The employee routinely works in the early morning, in the evening, on weekends and at home. The noise level in the work environment is usually minimal with occasional exposure to loud industrial level noise environments.