

SILICON VALLEY CLEAN WATER
Job Description
March 2014

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: Operations Director

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 supervision of the Wastewater Superintendent, supervises the activity of a modern activated sludge wastewater treatment plant laboratory; ensures effective function of the laboratory; trains and supervises staff.

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.

- Coordinates and supervises planning, scheduling, and review of operations and routine maintenance for all shifts.
- Maintains compliance with NPDES permit, prioritizes corrective maintenance work and process control laboratory testing.
- Recommends and initiates improved work methods and procedures.
- Reviews shift assignments, participates in selection, training, and evaluating of subordinate personnel.
- Manages projects such as capital projects for plant expansion, improvements, and replacement.
- Manages programs; establishes program goals and objectives, oversees the progress, troubleshoots problems.
- Determines process adjustments; monitors laboratory results, initiates new or additional process testing; responsible for maintaining and expanding the plant SCADA system.
- Develops safety policy for the SVCW; manages Operation's Department and some SBSA wide safety programs.
- Oversees protection and repair of the seven mile SVCW force main.

- Fosters an inclusive organizational strategy, maintains supportive and collaborative working environments, and structures a system to maximize personnel and organizational effectiveness. Creates performance dimensions, makes selection of, trains, and evaluates subordinate personnel.
- Manages budget, prepares annual budget estimates.
- Maintains compliance with various regulations, monitors state certification requirements.
- Ensures the compilation and maintenance of operations records.
- Prepares operations reports.
- Manages emergency and wet weather response.
- Requisitions materials, supplies, and equipment.
- 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.
- Operation and routine maintenance of a large activated sludge wastewater treatment facility.
- Local, state, and federal laws and regulations guiding wastewater plant operations.
- Biology, chemistry, and mechanics.
- Best management practices and effective management strategies.
- Materials; equipment operation and repair.
- Modern office methods and procedures.
- 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 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.
- Establish and maintain effective working relationships with other people.

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:

High School Diploma or an equivalent certificate or diploma recognized by the State of California. Associate's degree in trades or sciences or higher college degree preferred.

Five (5) years of experience in the maintenance/operation of a wastewater treatment plant, supervisory experience highly desirable.

CERTIFICATION and LICENSING:

California Grade IV Wastewater Operators Certificate, Grade V is highly desirable.

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.

While performing the duties of this job, the employee is regularly required to 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 occasionally required to stand and walk. 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 indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, and odors; occasionally works at heights, and works with and around machinery having moving parts. The employee occasionally works evenings or on weekends. The noise level in the work environment is usually minimal.