

SILICON VALLEY CLEAN WATER
Job Description
October 2024

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.

SUMMARY

This is a high-level management position under the general direction of the Chief Operating Officer. The Operations Director oversees and leads the activities of SVCW's modern activated sludge wastewater treatment plant, pump stations, conveyance system, and biosolids processes; ensures safe and compliant operation of conveyance and treatment processes; oversees the effective functioning of the Operations Division; prepares and manages division budget; trains, mentors, and manages staff. Operations Supervisors and Process Specialist directly report to the Operations Director.

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.

- Fosters an inclusive organizational strategy, maintains safe, supportive and collaborative working environments, and structures a system to maximize personnel and organizational effectiveness.
- Develops safety procedures for the SVCW Operations Division; manages Operations Division and some SVCW-wide safety programs.
- Leads the Operations Division of SVCW, making independent decisions as necessary.
- Maintains compliance with NPDES permit, BAAQMD Air Permit, 40CFR 503 Biosolids regulations; ensures that standard operating procedures and parameters are developed and maintained for all plant processes.
- Ensures the coordination and supervision of planning, scheduling, and review of operations and routine maintenance for all shifts.
- Recommends and initiates improved work methods and procedures.
- Creates performance dimensions, makes selection of, trains, and evaluates subordinate personnel.
- Provides CIP project support including identifying need for future projects, researching and providing necessary data for design, being involved in the design process and scoping limitations needed to prevent adverse impacts on the plant and permits, and coordinating support for the work.
- Participates in discussions regarding process adjustments; monitors laboratory results, initiates new, modified, or additional process testing.
- Must be well versed in the operation of SVCW's SCADA system; review and approve all modifications or additions to the SCADA program.
- Prepares the annual Budget for the Operations Division, manages approved budget throughout the fiscal year. Ensures the compilation and maintenance of operations records and prepares operations reports.

- Manages emergency and wet weather response.
- Manages System Outage requests (SOR's) for construction projects.
- 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 Memorandum of Understanding (MOU), 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 a computer, printer, photocopier.
- Microsoft Office 365 suite of software, databases, 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.

Interpersonal Effectiveness

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 degree in trades or sciences, or higher college degree preferred.

Five (5) years' experience supervising the operation of a Class 4 or Class 5 equivalent wastewater treatment plant.

CERTIFICATION and LICENSING

Possession of a CWEA Grade IV Water Quality Control Plant Operator's Certificate, Grade V preferable.

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(s). 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.

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