

**ORANGE COUNTY SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 4000  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Mgt  
**Effective Date:** 07/12/02  
**Revised Date:** 03/24/08

**CLASS TITLE: DIRECTOR OF TECHNICAL SERVICES**

**PAGE: 1**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under executive direction of the General Manager, plans, directs, manages, and oversees the activities and operations of the Technical Services Department including regulatory advocacy, environmental compliance and auditing, regional watershed coordination, environmental sciences laboratory, ocean monitoring program, source control operations and research activities; coordinates assigned activities with other departments, Board of Directors and outside agencies; and provides highly responsible and complex administrative support to the General Manager and Assistant General Manager.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume full management responsibility for all department services and activities including regulatory advocacy, environmental compliance and auditing, regional watershed coordination, environmental sciences laboratory, and ocean monitoring program, source control operations and research activities.
2. Manage and implement the policies, goals and objectives outlined in the District's Strategic Plan; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Technical Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate, in support of the General Manager, in policy direction on Labor Relation issues and in labor negotiations with Employee Represented Groups.
8. Continual participation in leadership and management programs to provide positive constructive leadership and management direction to staff and all levels of the organization.
9. Actively engage in the succession management initiative, to include leading the department's workforce planning efforts and encouraging related staff development through appropriate development activities.
10. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

**ORANGE COUNTY SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 4000  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Mgt  
**Effective Date:** 07/12/02  
**Revised Date:** 03/24/08

**CLASS TITLE: DIRECTOR OF TECHNICAL SERVICES**

**PAGE: 2**

11. Organize and direct the source control function responsible for industrial monitoring, permitting, and enforcement of the District's Wastewater Discharge Ordinance; in conjunction with wastewater treatment ensure that wastewater and bio-solids meet regulatory requirements; and that a high quality of wastewater is produced for reclamation.
12. Support effective bio-solid reuse, and water conservation and reclamation programs; oversee and participate in the development of related programs and completion of studies; evaluate and integrate study findings and advocate more effective District programs to policy makers.
13. Support the enhanced source control program including controlling pharmaceuticals and personal care products, commercial and residential FOG, and urban runoff.
14. Direct staff and resources to monitor and improve regional, state, and federal regulations affecting water quality and recycling, air quality, biosolids recycling and disposal, UST's, and other environmental issues.
15. Oversee operations in the District's environmental sciences laboratory including monitoring compliance and wastewater operation process controls; ensure the quality and integrity of analytical work performed.
16. Direct staff and resources to monitor the effects of and effluent discharge on the receiving waters to ensure all designated uses are met to which include collaborating on regional and special studies as needed.
17. Direct staff and resources in communicating regulatory and permit requirements to operating divisions including development of policies and procedures, conducting training, and providing regulatory interpretation and support as needed.
18. Oversee the operation of the District's research program through planning and implementing projects, development of procedures and reports, supporting the activities of the Technical Advisory Committee, (TAC) and Management Oversight Committee (MOC).
19. Provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
20. Represent the Technical Services Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments, Board of Directors, and outside agencies and organizations.
21. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
22. Attend and participate in professional organizations; stay abreast of new trends and innovations in the field of wastewater treatment and public health protection.
23. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
24. Responsible for overseeing and evaluating the performance of Environmental Compliance & Regulatory Affairs, Environmental Laboratory & Ocean Monitoring, and Source Control in setting goals and performance measures to conduct performance reviews of direct reports at least twice annually.
25. Perform related duties as required.

**ORANGE COUNTY SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 4000  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Mgt  
**Effective Date:** 07/12/02  
**Revised Date:** 03/24/08

**CLASS TITLE: DIRECTOR OF TECHNICAL SERVICES**

**PAGE: 3**

**REPORTING RELATIONSHIPS**

- Report to the General Manager
- Supervise the following positions:
  - Source Control Manager
  - Environmental Assessment Manager
  - Laboratory Manager
  - Executive Assistant

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a comprehensive environmental, source control, and research programs for wastewater treatment operations.  
Principles and practices of wastewater treatment and management.  
Principles and practices of environmental science as applied to wastewater reclamation and treatment.  
Principles and practices of program development and administration.  
Operational characteristics of an environmental sciences laboratory including pertinent equipment, testing, and analysis.  
Principles and practices of water conservation.  
Principles and practices of generally accepted labor relations and negotiations.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations relating to wastewater treatment, and related public health and environmental protection.

**Ability to:**

Manage and direct a comprehensive environmental monitoring and regulatory advocacy and compliance program for wastewater treatment operations.  
Oversee and direct the activities of a comprehensive applied research program.  
Develop and administer departmental goals, objectives, and procedures.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Identify and respond to sensitive community and organizational issues, concerns, and needs.  
Develop and effectively communicate the vision of the department and its relationship to the District's vision.  
Provide a motivating environment for staff and lead through example.  
Plan, organize, direct, and coordinate the work of lower level staff  
Delegate authority and responsibility.  
Select, supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Support effective water conservation and reclamation programs.  
Oversee the operations of the environmental science laboratory.

**ORANGE COUNTY SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 4000  
**FLSA Status:** Exempt  
**Bargaining Unit:** Executive Mgt  
**Effective Date:** 07/12/02  
**Revised Date:** 03/24/08

**CLASS TITLE: DIRECTOR OF TECHNICAL SERVICES**

**PAGE: 4**

Ensure the adherence to safe laboratory procedures.  
Ensure the quality and integrity of analytical work performed in the laboratory.  
Evaluate and integrate study findings and advocate more effective District programs to policy makers.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable Federal, State, and local policies, laws, and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Simplify complex issues and effectively communicate them to policy-makers, regulators, public, and staff.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science/environmental engineering or a related field. A Master's degree is desirable.

**Experience:**

Ten years of increasingly responsible experience in wastewater management and regulatory affairs including three years of management and administrative responsibility.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.