

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 6001
FLSA Status: Exempt
Bargaining Unit: Executive Mgt
Effective Date: 07/12/02
Revised Date: 03/24/08

CLASS TITLE: DIRECTOR OF OPERATIONS & MAINTENANCE 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 Operations and Maintenance Department including two wastewater treatment plants, cogeneration power plants, and the collection system; reviews strategic and capital facilities planning, design, and construction activities; coordinates assigned activities with other departments 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 treatment plants, cogeneration power plants, and the collection system; ensure compliance with all federal, state, and local laws, permits, rules, and regulations regarding air, solids, water and energy.
2. 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 and efficiency; develop, direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Operations and Maintenance 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; ensure staff are properly trained, are provided training materials, and have proper certifications to meet permit requirements; ensure staff follow established safety measures; ensure staff are aware of and maintain knowledge of applicable regulations and permits; 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.

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10. Oversee and participate in the development and administration of the department budget; approve the forecast and recommendation of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Participate and provide input to the District's long range operations and capital improvement programs; review strategic and capital facilities planning, design, and construction activities; consult with design engineers, construction contractors and the Engineering Department to assure the quality and efficiency of expansion and renovation projects; develop and present personnel, equipment, supply and capital improvement budget recommendations.
12. Participate and provide oversight for a variety of reinvention programs.
13. Negotiate and administer professional, construction and service contracts and agreements.
14. Provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
15. Oversee and participate in the conduct of research and special projects to meet treatment objectives, new regulations, and operational and workforce efficiency.
16. Serve as liaison to, ensure effective communication with, and represent the Operations and Maintenance Department to staff, other District departments, elected officials, the general public, and outside agencies; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; coordinate assigned activities with those of other departments and outside agencies and organizations.
17. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
18. Participate on a variety of boards, commissions, and committees.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of operations and maintenance.
20. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
21. Responsible for overseeing and evaluating the performance of Operations, Instrumentation & Electrical Maintenance and Power Production, Mechanical Maintenance, Process Engineering, Facilities Maintenance, and Collection Facilities in setting goals and performance measures to conduct performance reviews of direct reports at least twice annually.
22. Perform related duties as required.

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REPORTING RELATIONSHIPS

- Report to the General Manager
- Supervise the following positions:
 - Engineering Manager
 - Collection Facilities
 - Instrumentation & Electrical Maintenance, Power Production, Process Automation and Controls, and Energy Management
 - Maintenance Manager
 - Operations Manager
 - Facilities Manager
 - Engineering Supervisor
 - 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 comprehensive operations and maintenance programs.
- Management and supervisory theories and techniques.
- Operational characteristics of wastewater treatment plant and collection system operations.
- Environmental, sanitary, and civil engineering theory, design, principles, and practices.
- Principles and practices of program development and administration.
- Principles and practices of contract negotiation and administration.
- Principles and practices of generally accepted labor relations and negotiations.
- Principles and Practices of Property and Right of Way management.
- Principles and practices of research and report preparation.
- Principles and practices of public relations.
- Principles and practices of short and long range planning.
- Principles and practices of Asset Management, Computerized Maintenance Management and Geographic Information Systems, Fleet Management, Building and Grounds Management, Maintenance Planning and Scheduling, Equipment and System Reliability, Energy Management, and Corrosion Management.
- Maintenance planning principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

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Ability to:

Manage and direct comprehensive operations and maintenance, and when delegated or required, capital improvement programs of engineered systems.

Develop and administer departmental goals, objectives, and procedures in alignment with strategic plans.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

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.

Review and approve technical plans, papers, reports and specifications.

Negotiate and administer various contracts and agreements.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

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.

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 civil engineering, construction management, or a related field. A Master's degree is desirable.

Experience:

Ten years of increasingly responsible experience in the operation and maintenance of a medium to large sized wastewater treatment agency including three years of management and administrative responsibility.

License or Certificate:

Possession of professional engineering registration from the State of California.

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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 with some travel to attend meetings.

Physical: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

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

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