

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 6101
FLSA Status: Exempt
Bargaining Unit: Management
Effective Date: 07/12/02

CLASS TITLE: OPERATIONS MANAGER

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*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 administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Operations Division within the Operations and Maintenance Department including full technical and administrative responsibility for the operation of the wastewater treatment plants; manages, plans, and reviews all operational activities to ensure compliance with regulatory requirements including safety, water, land, and air issues; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Operations and Maintenance.

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 management responsibility for assigned services and activities of the Operations Division including operation of two wastewater treatment plants and all of the sub-facilities and processes; ensure compliance with all federal, state, and local laws and regulations regarding safety, water, land and air issues.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for Operations staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate Operations personnel; provide or coordinate staff training; apply District safety policies to plant operations; provide technical and safety training to Operations staff; ensure all certified operations personnel meet state requirements to legally work in and operate and perform required duties in the operation of the wastewater treatment facilities; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments; evaluate requests for maintenance, repair and construction assistance.
7. Provide support to the Capital Improvement Project (CIP) design process utilizing appropriate staff and technical resources; ensure staff meet schedules and deadlines; provide specialized information,

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remain involved to the design process, and support special studies and projects initiated by operations engineering and research.

8. Respond to and resolve difficult and sensitive inquiries and complaints; ensure that the Operations divisions are meeting the needs of internal and external customers.
9. Establish priorities for meeting plant emergencies and “sequence of events” to ensure that critical path systems and processes are given appropriate attention and focus; develop resources and training to meet various potential plant emergencies.
10. Review and maintain tracking of various permits and effluent constituencies, including air, land and water.
11. Perform sight and sound inspections of plant process units, power generation units, equipment, and facilities to ensure safe, effective, and efficient operation of wastewater treatment facilities or generation of electrical power in accordance with permit requirements; recommend or initiate new or revised process changes, controls, or equipment.
12. Serve as the liaison for the Operations Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Director of Operations and Maintenance; conduct a variety of organizational studies, investigations, and operational studies.
14. Perform related duties as required.

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:

Operational characteristics, services, and activities of a wastewater treatment system program.
Advanced wastewater treatment principles, methods, tools and equipment, safety procedures, wastewater sampling and control test procedures, chemicals and regulatory requirements.
Principles and practices of program development and administration.
Modern and complex principles and practices of operating a wastewater treatment plant.
Principles and techniques of various processes and sub processes that effectively result in the efficient treatment of wastewater.
Mathematical wastewater calculations sufficient to maintain process control, record daily readings, and complete reports.
Principles and practices of operating equipment such as pneumatic and hydraulic tools.
Use, application, and safe handling of chemicals, chemical agents, and biological processes in the effective treatment of wastewater.

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Research, analyze, and evaluate new service delivery methods and techniques.
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 and practices of records and record keeping systems.
Principles of supervision, training, and performance evaluation.
Occupational hazards and standard safety practices.
Pertinent federal, state, and local laws, codes, and regulations

Ability to:

Oversee and participate in the management of a comprehensive wastewater treatment plant operation.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Read and interpret blueprints, schematics, plans, and drawings.
Manage multiple tasks and projects.
Prioritize work loads and goals.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Ensure adherence to established safety rules, regulations and guidelines.
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.
Interpret and apply appropriate 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 wastewater treatment plant operations or a related field recommended.

Experience:

Eight years of increasingly responsible experience, including at least two years of administrative and supervisory responsibility, in wastewater treatment plant operations.

License or Certificate:

Possession of a valid Grade V California Wastewater Treatment Plant Operator's Certificate.
Possession of a valid driver's license.

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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 various locations to attend meetings or to inspect job sites.

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 and to operate equipment.

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

Date: January, 2002
Johnson & Associates