



**DECEMBER 2018
FLSA: EXEMPT**

DIRECTOR OF OPERATIONS AND MAINTENANCE

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and strategic direction from the General Manager. Exercises direct and indirect supervision over assigned staff and is accountable for the results produced by the Department.

CLASS CHARACTERISTICS

This classification is the department head level within the Operations and Maintenance Department. Incumbents in this classification manage the overall administration of the District with responsibility for directing assigned programs and operations. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes full management responsibility for all department services and activities including treatment plants, cogeneration power plants, and the collection system; ensures compliance with all federal, state, and local laws, permits, rules, and regulations regarding air, solids, water and energy.
- Ensures the District's safety program and goals are implemented and carried out in the Operations and Maintenance Department.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and efficiency; develops, directs and

- implements changes.
- Plans, directs, and coordinates, through subordinate level staff, the Operations and Maintenance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; ensures staff are properly trained, are provided training materials, and have proper certifications to meet permit requirements; ensures staff follow established safety measures; ensures staff are aware of and maintain knowledge of applicable regulations and permits; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates, in support of the General Manager, in policy direction on Labor Relations issues and in labor negotiations with Employee Represented Groups.
- Participates on an ongoing basis in leadership and management programs to provide positive constructive leadership and management direction to staff and all levels of the organization.
- Actively engages in succession management, to include leading the department's workforce planning efforts and encouraging related staff development through appropriate development activities.
- Oversees and participates in the development and administration of the department budget; approves the forecast and recommendation of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Participates and provides input to the District's long-range operations and capital improvement programs; reviews strategic and capital facilities planning, design, and construction activities; consults with design engineers, construction contractors and the Engineering Department to assure the quality and efficiency of expansion and renovation projects; develops and presents personnel, equipment, supply and capital improvement budget recommendations.
- Participates and provides oversight for a variety of reinvention programs.
- Negotiates and administers professional, construction and service contracts and agreements.
- Provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence.
- Prepares and presents reports on informational and action items to the Committees and Board of Directors.
- Oversees and participates in the conduct of research and special projects to meet treatment objectives, new regulations, and operational and workforce efficiency.
- Serves as liaison to, ensures effective communication with, and represents the Operations and Maintenance Department to staff, other District departments, elected officials, the general public, and outside agencies; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business, public administration, operations and maintenance, and issues related to the ongoing operation of a wastewater district.
- 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.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Advanced principles and practices of public administration including the organization, functions, and problems of sanitation districts.
- Government, governing body, and legislative processes.
- Operations, services, and activities of comprehensive operations and maintenance programs.
- 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.
- Principles and practices of budget preparation and administration.
- Critical thinking and decision-making techniques.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Manage and direct comprehensive operations and maintenance programs, 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.
- 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.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Ensure adherence to safe work practices and procedures in the workplace.
- Utilize a computer, relevant software applications and/or other equipment.

- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in civil engineering, construction management, maintenance management or a related field; AND
2. Ten (10) years of progressively responsible experience in the operation and maintenance of a large-sized wastewater treatment plant including four (4) years of management and administrative responsibility.

Licenses and/or Certifications:

- None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.