

MEMORANDUM

From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator



DATE : October 17, 2023

TO : Board of Directors

CC : John Tillotson

RE : Proposed Salary for Wastewater Operations Manager position.

Included in your board package is a draft position description for the Wastewater Operations Manager position.

The proposed monthly salary range for this position is as follows:

\$87,401.60 to 91,771.68 annually

OLIVEHURST PUBLIC UTILITY DISTRICT
WASTEWATER OPERATIONS MANAGER

DEFINITION

Under general direction of the WWTF Chief Plant Operator, performs the most difficult operational and maintenance work at the District's Wastewater Treatment Facility and Collections System. Reviews and monitors adherence to operational plans and procedures; assures environmental compliance; reviews and analyzes daily logs, data sheets, and laboratory data, monitors wastewater operations and associated systems and equipment. Oversees and instructs Wastewater Treatment Plant Operators and Collection System Operators. Acts as the Wastewater Treatment Plant Supervisor in the absence of the Chief Plant Operator. Performs related duties as required.

SUPERVISION RECEIVED / EXERCISED

Reports to the Chief Plant Operator. Oversees and instructs Wastewater Treatment Plant Operators 1,2,3, Operator(s)-in-Training and Collection System Operators. Acts as the Wastewater Treatment Plant Supervisor in the absence of the Chief Plant Operator.

EXAMPLE OF DUTIES

- Operate and maintain wastewater collection, treatment, and disposal facilities.
- Perform assigned rounds inspecting, monitoring and documenting plant and system operations by reading equipment gauges, dials, graphs and other instrumentation.
- Operate and adjust pumps, motors, feeders, and other specialized equipment to maintain appropriate plant and system operations.
- Maintain, compile and update operations logs and reports; perform and record mathematical calculations related to operational activities.
- Duties will include technical and/or functional supervision regarding wastewater and collections system operations to other positions as appropriate.
- Collect product and waste stream samples and perform a variety of routine water and wastewater process laboratory tests; record, monitor, and interpret results; adjust plant operations accordingly.
- Maintain accurate records and documentation of plant activities; compile data and prepare reports.
- Collecting samples for monthly and quarterly State reports.
- Inspection pumps, equipment, and connections into District wastewater systems.
- Perform basic maintenance on pumps, electrical and plumbing repair.
- Meet and respond to the public regarding wastewater and collection issues.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The principles of wastewater treatment plant operations and maintenance; operating principles of valves, pumps, motors, motor control panels, and other plant and collection system equipment.
- Basic laboratory tests for wastewater and sludge analyses.
- Safety and hazards associated with wastewater treatment including confined space entry and chemical hazards.
- Regulatory requirements, e.g. Title 40, Code of Federal Regulations, Title 23, California Code of Regulations.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Work effectively with other employees, problems or concerns.

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position in both fields of water.
- Use initiative and independent judgment.
- Use a personal computer and job-related software applications.
- Operate Supervisor Control and Data Acquisition (SCADA), monitor gauges and meters and record meter readings.
- Operate and control Mission System for the collection operations.
- Must review the Supervisor Control and Data Acquisition (SCADA), process control computer alarms and the reports at the Wastewater Treatment Facility.
- Maintain process controls to comply with NPDES standards.

JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- Equivalent to the completion of the twelfth grade.
- Possession of Grade IV Wastewater Certificate.
- Possession of valid California Driver's License.
- Must be insurable by District's auto liability insurer.
- Five years of increasingly responsible experience in performing journey level wastewater

treatment plant operations and maintenance to demonstrate possession of the required knowledge and abilities.

- One year of supervisory experience is highly desirable.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, manual dexterity sufficient to grasp and hold and operate objects or tools with full range of motion; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.