



## CITY OF BEAUMONT

### **Director of Water Reclamation/Chief Plant Operator**

*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 general direction, plans, organizes, directs and administers the City's water reclamation operations as the department head and Chief Plant Operator (CPO), including the wastewater treatment plant, lift stations, equipment, collections, laboratory testing and monitoring, recycled water, and environmental compliance; performs and monitors projects; provides technical assistance to staff and the City Manager; responds to problems and emergencies; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single incumbent executive level classification that assumes responsibility for managing the operations and activities of the Wastewater Treatment Plant, Collections, Laboratory, and Environmental Compliance. This class serves as the designated Chief Plant Operator, and is responsible for integrating and managing, through subordinate supervisors, a wide variety of functions, programs and staff engaged in the operation of the Department's water reclamation facilities and systems. This class exercises significant authority and independence in implementing a broad range of services and programs in coordination with other Department directors, managers and outside agencies. Discretion is required in applying general goal and policy statements and in resolving organizational and service delivery problems. This class is distinguished from the Wastewater Plant Supervisor, in that the latter performs administrative and supervisory duties over plant operators. This class is further distinguished from the City Manager in that the latter has overall responsibility for all functions and departments City-wide.

**REPRESENTATIVE DUTIES** *The following duties are typical for this classification. Incumbents may not perform all 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. Assumes full management responsibility for the activities and operations of the City's wastewater treatment plant, collection system, lift stations, and recycled water production, along with laboratory testing and regulatory compliance; serves as Chief Plant Operator (CPO).
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
3. Manages and participates in the development and administration of the department's annual budget and capital improvement budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
4. Selects, trains, motivates, and directs department personnel as well as consulting staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

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5. Establishes policies, procedures, schedules and methods for the operation and maintenance of the wastewater treatment plant; establishes and ensures compliance with methods and procedures for the treatment and processing of sewage to conform to state and local requirements.
6. Ensures that equipment is maintained, repaired or acquired to effect optimal efficiency, reliability, economy and safety of operations; controls the requisition of supplies, materials and equipment.
7. Makes critical decisions to resolve emergency conditions resulting from sewage collections, treatment and disposal system malfunctions.
8. Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationship; identifies opportunities for improvement; directs the implementation of change.
9. Evaluates the need for and develops plans and schedules for long-range plant maintenance and capital improvement programs; organizes available resources for the maintenance, improvement, and repair of water reclamation related facilities and City equipment; complies estimates, contract provisions, and specifications.
10. Reviews the design, materials, and processes proposed in connection with new construction or major repairs for plant facilities and improvements; prepares and/or reviews ordinances for Council consideration.
11. Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommendations project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
12. Negotiates interagency agreements regarding wastewater, emergency management, recycled water, and storm water issues.
13. Explores and pursues Federal, State, regional and local grants for infrastructure projects; develops partnerships and implements programs and projects optimizing the available grant funding.
14. Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
15. Reports events and activities to senior management and elected/appointed officials.
16. Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
17. Identifies, recommends, procures and implements technologies and systems used in the management of the treatment plant; provides input on GIS implementation.
18. Participates on, and makes presentations to, the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works and other types of public services as they relate to the area of assignment.
19. Maintains and directs the maintenance of working and official departmental files.
20. Conducts proper safety training, implements prevention programs, and maintains safety related records in compliance with Cal OSHA.
21. Maintains compliance with the Air Quality Management District (AQMD), California Environmental Reporting system (CERS), Riverside County Department of Health (RCDH), and other regulatory agencies and requirements; serves as the Legally Responsible Official (LRO) for the City of Beaumont in the California Integrated Water Quality System (CTWQS) for the Sanitary Sewer System.
22. Interacts as City representative with County, Regional, and State boards, committees, and authorities.
23. Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.

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24. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
25. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
26. Performs related duties and responsibilities 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:**

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.

Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Methods, practices, materials, and equipment used in the construction, operation and/ or maintenance and repair of wastewater systems.

Operational hazards and standard safety precautions related to the work assigned.

Principles and practices of wastewater system construction, operation, maintenance and repair.

Applicable Federal, State, and local laws, codes and regulations.

Principles and practices of employee supervision, including work planning assignments, review and evaluation and the training of staff in work procedures.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques and procedures.

Public purchasing and contracting principles and practices, including competitive bidding procedures.

Consensus building among large groups of diverse interests.

Recent and on-going developments, current literature, and sources of information related to the operations of the department.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, education, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

City and mandated safety rules, regulations, and protocols.

#### **Ability to:**

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.

Provide administrative and professional leadership and direction for the department and the City.

Direct the operations and activities of a municipal water reclamation department.

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Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, train, motivate, and evaluate the work of staff and train staff in work procedures.

Instruct in and ensure safety methods and procedures as appropriate for construction job sites and conveyance system maintenance and repair.

Work under emergency conditions and respond to calls anytime during a 24-hour period.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public works programs and administrative activities.

Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Establish and maintain a variety of filing, record keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Manage and monitor complex projects, on-time, and within budget.

Analyze, interpret, summarize, and present technical information and data in an effective manner.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing.

Ensure adherence to safe work practices and procedures.

Operate a vehicle observing legal and defensive driving practices.

**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 Business or Public Administration, Engineering, Environmental Science, or a closely related field.

#### **Experience:**

A minimum of five (5) years of progressively responsible management experience in the Water Reclamation field.

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**License or Certificate:**

Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment.

Must possess and maintain a Grade V Wastewater Treatment Plant Operator certification issued by the California State Water Resources Control Board.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:** *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:*

**Environmental Conditions:**

Employees in this class generally work in an office and field environment. Work involves exposure to potential physical harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions.

**Physical Demands:**

Must possess mobility to work in a standard office setting and field setting. Vision is required to read printed materials and a computer screen. Hearing and speech is required to communicate in person, before groups, and over the telephone. Touch is required in order to handle documents, and use a computer. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, and to operate a variety of field and office equipment. There is frequent need to stand, stoop, walk, crawl, climb and perform other similar actions during the course of the workday. The incumbent is required to possess sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, transport materials and supplies weighing up to 50 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

**Mental Demands:**

While performing the duties of this class, the incumbent in this class regularly uses written and oral communication skills; reads and interprets routine to complex data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information; performs detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with City management, staff, members of the public, and public agencies, and others encountered in the course of work.

*This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.*