

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Plant Manager

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Director of Operations & Water Quality	FLSA STATUS: Exempt
SALARY RANGE:	35	
<p>CLASS SUMMARY: Incumbent is responsible for managing and being accountable for all the functions, operations and water quality of the water recycling facility. Duties include: managing day to day operations of plant operations, and wastewater pumping facilities through delegation to subordinates; overseeing the facility, equipment and SCADA system operation and maintenance; establishing work schedules; determining priorities; planning and coordinating repairs; planning and coordinating upgrades and future facilities; preparing the division budget and assisting in preparing the department budget; preparing reports for regulatory agencies; acting as liaison between Padre Dam and regulatory agencies; ensuring staff are properly trained; and, maintaining all required records and reports.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is a stand alone classification which is distinguished from other water recycling classes by its responsibility and accountability for water quality regulations and the water recycling facility in its entirety.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include assisting with goal setting, assigning and monitoring work, ensuring training, resolving conflicts, coaching staff, interviewing applicants, conducting performance evaluations and making hiring and discipline recommendations.
2.	Manages day to day operations and maintenance of the wastewater facilities to include: Establishing maintenance requirements for equipment, finding ways to make the facilities and operations run more efficiently and maintaining the inventory needed to accomplish work required around the facilities and/or grounds.
3.	Develops the section budget and implements the budget consistent with Padre Dam's purchasing policy including obtaining bids and preparing recommendations for purchase to the Board of Directors; assists in the development and administration of the department budget by recommending changes in staffing and replacement of equipment, vehicles and materials.
4.	Acts as a public and technical resource on operational issues; advises others on related issues by providing and analyzing data.
5.	Provides information to upper management and staff on issues related to the Water Recycling Facility. Researches and evaluates new technologies and the possible introduction of new technologies to improve treatment operations or efficiencies.
6.	Plans and coordinates infrastructure upgrades and equipment modification and purchases. Develops and implements security measures for the treatment plant site.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Prepares operational reports for various regulatory agencies and maintains records of operations and maintenance. Researches and develops methods of treatment and data collection that is used to negotiate regulatory agency discharge limits imposed on Padre Dam.
8.	Acts as a liaison to other departments and agencies; represents Padre Dam at in areas of concern that might have significant impact on Padre Dam.
9.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry)

- Supervisory theories and principles;
- Management skills, including planning, organizing, directing and training;
- Basic budgeting theories and principles;
- Hydraulics, secondary and advanced treatment processes, water reclamation, chemical handling, chlorination, instrumentation and computer monitoring systems;
- Water quality standards;
- Basic related theories and principles such as Chemistry and Microbiology;
- Applicable laws, rules and regulations;
- Safety procedures and regulations;
- Maintenance procedures.

Skills (position requirements at entry)

- Monitoring and evaluating staff;
- Managing day to day operations in a water recycling facility;
- Scheduling and coordinating maintenance;
- Resolving problems;
- Purchasing materials and equipment;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry)

Associate's Degree in Water or Wastewater Technology, Chemistry, Biology or related field; Bachelor's degree in Water or Wastewater Technology, Chemistry, Biology or related field desired; and six years experience as a Water Recycling Operator, including three years of supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry)

- Valid California Driver's License;
- Wastewater Treatment Plant Operator Grade V certificate from the State of California, Water Resources Control Board.
- Water Treatment Operator Grade T-2 certificate from the State of California, Department of Health Services;
- Water Distribution Operator Grade D-2 certificate from the State of California, Department of health Services;
- HAZMAT Incident Commander Certificate.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, reaching, sitting, standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, oils, infectious materials, corrosive liquids, inadequate lighting, work space restrictions, intense noises and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 4/98; 1/02; 1/05