



Advanced Water Purification (AWP) Operations Manager

Department: AWP
FLSA Status: Exempt
Salary Grade: 45

SUMMARY DESCRIPTION

Incumbent is responsible for managing and being accountable for all the operations and maintenance functions of the Advanced Water Purification Facilities (AWPF) which includes a 16 MGD Class 5 Water Reclamation Facility (WRF), associated Solids Handling Facility (SHF), Energy Recovery Facilities (ERF), a 12.5 MGD advanced treatment facility, appurtenant pump stations and conveyance facilities, product water pump station and remote dechlorination facility, stormwater pollution prevention and all emergency response. The AWPF is a 7 days a week/24 hours a day operation. Duties Include: Managing day to day operations and maintenance of the AWPF 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 O&M budget and assisting in preparing the department organization budget; authorizing/approving final National Pollutant Discharge Elimination System (NPDES) and bio solids reports, overseeing sampling and analyses to ensure compliance and aiding the Compliance and Engineering Manager in preparing reports for regulatory agencies; acting as liaison between the East County AWP Joint Powers Authority (JPA) and regulatory agencies, customers and the public; ensuring staff are properly trained; and maintaining all required records and reports.

ESSENTIAL DUTIES

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. Interacts with regulatory agencies and collaborates with Engineering and Compliance Manager to ensure monitoring, compliance with, and reporting to Regional Quality Control Board NPDES, Department of Drinking Water Surface Water Augmentation, Title 22 Recycled Water, Bio solids, San Diego Air Pollution Control District, Stormwater Pollution Prevention, and other applicable permits. Coordinates and collaborates with Padre Dam Operations to ensure compliance with and reporting for Title 22 recycled water quality requirements. Collaborates with the Compliance and Engineering Manager to stays abreast of all changes in state and federal regulations that would impact the JPA and proactively prepares for changes. Works with the Compliance and Engineering Manager to stays abreast of trends and recent developments with regards to water purification, membrane filtration, reverse osmosis, solids handling, laboratory

techniques and equipment, and others. Prepares budget impacts and staffing projections in advance of changes.

3. Directs day-to-day operations and maintenance of the AWP 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. Manages assigned applications so upgrades, integrations and updates to systems and devices occur in an environment that is conducive to high productivity and minimal downtime.
4. Assists the AWP Director and the Finance Department with developing the department 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, recommending changes in staffing and replacement of equipment, vehicles and materials.
5. Implements and enforces policies and regulatory requirements and establishes standards and operating procedures to ensure compliance with laws and regulations.
6. Acts as a public and technical resource on operational issues; advises others on related issues by providing and analyzing data. Conducts tours and responds to the general public. Responds to complaints from customers and resolves facility problems.
7. Provides information to AWP Director and staff on issues related to the AWPF. Researches and evaluates new technologies and the possible introduction of new technologies to improve treatment operations or efficiencies.
8. Works with the Compliance and Engineering Manager to plan and coordinate infrastructure upgrades and equipment modification and purchases. Implements and adheres to security measures for the AWPF.
9. Completes timely review of AWPF maintenance and capital improvement drawings, plans and specifications and provides input and recommended changes to documents and projects. Ensures conformance to architectural and technical support processes for the assigned systems/applications.
10. Supports, prepares, and/or submits operational reports for various regulatory agencies and maintains records of operations and maintenance. Assists Compliance and Engineering Manager for research and development of methods of treatment and data collection that is used to negotiate regulatory agency discharge limits imposed on the JPA and Padre Dam.
11. Acts as a liaison to other departments and agencies; represents Padre Dam and the JPA in areas of concern that might have significant impact on Padre Dam and the JPA.
12. Responds to emergencies as required.
13. Oversee and ensure effective use of Computerize Maintenance Management System as required.
14. Performs other duties as assigned.

Knowledge Required (Position Requirements at Entry)

1. Supervisory theories and principles;
2. Management skills, including planning, organizing, directing and training;
3. Basic budgeting theories and principles;
4. Extensive knowledge of hydraulics, primary, secondary and advanced water reclamation treatment processes, solids handling, chemical handling and dosing, chlorination/dechlorination, conveyance, instrumentation and computer monitoring systems;
5. Operations and maintenance of water recycling, solids handling, advanced treatment, pump stations and conveyance facilities.
6. Water quality standards;

7. Basic related theories and principles such as chemistry, microbiology, and statistical analysis;
8. Applicable laws, rules and regulations;
9. Chemical handling and spill prevention, control and response;
10. Stormwater pollution prevention;
11. Safety procedures and regulations;
12. Maintenance procedures.

Skills Required (Position Requirements at Entry):

1. Monitoring and evaluating staff;
2. Managing day-to-day operations in the AWWPF;
3. Scheduling and coordinating maintenance;
4. Resolving problems;
5. Project management
6. Ability to confidently interface and communicate with the general public, politicians, customers, environmental groups, media, school-aged children and staff.
7. Presentation skills
8. Purchasing materials and equipment;
9. Using SCADA to evaluate and optimize treatment processes;
10. Using Computerize Maintenance Management System to conduct and evaluate operations and maintenance efficiencies;
11. Understanding Laboratory Information Management Systems
12. Using computers and related software applications;
13. Communication and 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/Experience Required:

1. 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 or Wastewater 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.

Licensing Requirements:

1. Valid California Driver's License.
2. Wastewater Treatment Plant Operator Grade V certificate from the State of California, Water Resources Control Board.
3. Advanced Water Treatment Operator Grade 5 from California Water Environment Association
4. Water Treatment Operator Grade T-2 certificate from the State of California, Department of Health Services; - Desirable
5. Water Distribution Operator Grade D-2 certificate from the State of California, Department of health Services; - Desirable
6. HAZMAT Incident Commander Certificate.

Safety Priorities:

1. Knowledge of general office and field safety,
2. Use and care of Personal Protective Equipment specifically related to fall protection, confined space work and chemical exposure,

3. Proper body mechanics when moving materials, forklifts, loaders, crane/hoisting equipment,
4. Defensive driving techniques,
5. Safe storage and handling of hazardous chemicals,
6. Safe use and care of hand and power tools,
7. General emergency response techniques for hazardous chemical spills, and HAZMAT Incident Command System and National Incident Management System (NIMS).
8. Understanding of Padre Dam's Safety Rules and Regulations, and accident and injury reporting policies.
9. Ability to complete safety training and work in a safe and efficient manner at heights and under other adverse conditions.

Physical Requirements:

1. Positions in this class typically require: climbing, balancing, stooping, kneeling, reaching, sitting, standing, walking, talking, hearing, seeing and repetitive motions.
2. 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.
3. 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. Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, sitting, walking, lifting, keyboarding, grasping, feeling, talking, hearing, seeing and repetitive motions.

Classification History:

Date: New 02/23