

EAST BAY DISCHARGERS AUTHORITY

CLASS TITLE: OPERATIONS AND MAINTENANCE MANAGER

Monthly Salary Range: \$9,899.69 - \$12,033.16

BASIC FUNCTION: Under general direction, is responsible for the operation and maintenance of a regional wastewater treatment and discharge system that includes four pump stations, dechlorination facility, radio/computer monitoring and control system and forcemain and outfall to San Francisco Bay.

DISTINGUISHING CHARACTERISTICS: This position has primary responsibility for the operation and maintenance of EBDA wastewater facilities. This class is distinguished from member agency Wastewater Treatment Plant Superintendents and related positions by its overall responsibility for the efficient and effective operation of the entire system the requirement to be available to monitor the system and respond to emergencies that can occur at any time.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are “representative only” and are not intended to cover the full range or scope of duties in this class.)

1. Ensures that the wastewater disposal system meets the standards and regulatory reporting requirements established by the Regional Water Quality Control Board and EPA and further operates as required under the National Pollutant Discharge Elimination System permit.
 2. Develops and implements preventative maintenance programs for wastewater treatment and disposal systems. Evaluates performance of pumps, motors, control systems and chlorination and dechlorination and schedules operations to minimize power consumption and costs. Tracks and optimizes chemical usage.
 3. Oversees and directs SCADA electrical and instrumentation.
 4. Develops, tracks, and monitors EBDA's asset management program.
 5. Plans and coordinates the work on Authority construction and maintenance projects.
 6. Analyzes data, makes recommendations and prepares a variety of reports for submission to the General Manager, Commission and State and Federal regulatory agencies, Bay Area Air Quality Management District, and Alameda County Health Care Services.
 7. Coordinates with EBDA and LAVWMA member agencies to actively manage joint
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facilities during peak wet-weather events.

8. Negotiates contracts with and oversees the work of engineering consultants and contractors. Oversees and coordinates the operations and maintenance activities of member agencies and meets regularly with their plant superintendents to coordinate EBDA activities.
9. Reports status of EBDA system monthly to the EBDA Commission and managers.
10. Enforces all safety regulations and policies.
11. Assists in the preparation of the annual budget and monitors operations and maintenance costs.
12. Responds to Underground Service Alert notices when EBDA facilities are impacted.
13. Trains, develops and evaluates subordinate staff or contractor staff as necessary.
14. Performs related duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: The methods, materials and equipment used in the installation, maintenance, and repair of wastewater treatment systems, wastewater treatment plant operations and the treatment process; safety practices and requirements; budget preparation and personnel administration; wastewater sampling techniques and statistical analysis; chemical and bacteriological characteristics of wastewater; pertinent rules, regulations, and laws affecting treatment and disposal of wastewater.

ABILITY TO: Plan, coordinate and direct the work of others; establish and maintain effective working relationships; maintain good public relations; read and interpret construction plans and blueprints; maintain records and prepare reports; identify and describe material resources required for system repairs; establish and implement effective preventive maintenance programs; oversee the maintenance and repair of electrical control systems, SCADA systems, and mechanical equipment including pumps and motors; and ability to communicate written and oral material for public and technical oversight.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: 1) Possession of a baccalaureate degree in Civil or Mechanical Engineering or closely related field and 2) Five years of experience in the operation and maintenance of water or wastewater treatment facilities (two years supervisory experience desirable), or an acceptable combination of the above education and experience.

Substitution: Additional qualifying experience can be substituted for the required education on a year for year basis; a minimum of two years of college is required.

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LICENSES:

- 1) Possession of a Valid California Class C Motor Vehicle Operator's License.
- 2) Grade III WTPO Certification from SWRCB (preferred).

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: The Operations and Maintenance Manager reports to and receives work direction from the General Manager. Responsibilities include coordinating and overseeing the work of member agency employees, temporary workers and contractors engaged in the operation, maintenance and repair of the Authority's wastewater treatment systems.

PHYSICAL EFFORT: May perform physically demanding manual work including lifting, pushing or pulling heavy objects; shoveling, climbing, standing and walking for sustained periods of time; and operating, repairing and maintaining water supply and wastewater plant equipment such as pumps, motors and other mechanical equipment.

CONTACTS: Co-workers, members of the public, member agency staff, contractors and governmental regulatory agencies staff.

WORKING CONDITIONS: Subject to adverse weather conditions, toxic agents, and hazards associated with the operation and maintenance of wastewater plant equipment and chemicals.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

<p>The East Bay Dischargers Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodation to qualified individuals. The Authority encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.</p>
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