



EAST BAY DISCHARGERS AUTHORITY
2651 Grant Avenue
San Lorenzo, CA 94580-1841
(510) 278-5910
FAX (510) 278-6547

A Joint Powers Public Agency

General Manager

EBDA, or the East Bay Discharge Authority, is seeking to hire a General Manager, who is responsible for planning, organizing, coordinating and directing its operations and programs. The General Manager also explores and jointly develops strategies with the member agencies of EBDA in negotiating with the San Francisco Water Board and participation in Regional initiatives. These initiatives range from the nutrient limits, reclamation and alternative treatment options, such as wetlands or horizontal levees.

The incoming General Manager will have a rare and unique opportunity to guide and develop the Joint Powers Agreement that will provide the framework for the agency for the next 20 years. The existing Joint Powers Agreement is scheduled to expire at the end of 2019, and the new General Manager will be instrumental in facilitating a new agreement. The Bay Area also faces unique challenges with nutrients, resilient water supply, and aging infrastructure.

EBDA's wastewater facilities transport 60-190 MGD of secondary effluent from four treatment plants to EBDA's dechlorination facility and through a 7-mile outfall into San Francisco Bay. The General Manager coordinates and oversees the operation, maintenance and repair of the Authority's wastewater treatment systems. Under general policy direction from EBDA's governing Commission representing its five member agencies, the General Manager helps coordinate the plans of its different East Bay dischargers with the plans of the Bay Area Clean Water Agencies.

About EBDA

The East Bay Dischargers Authority is a Joint Powers Agency consisting of five local agencies (City of Hayward, City of San Leandro, Oro Loma Sanitary District, Union Sanitary District, and Castro Valley Sanitary District). EBDA was formed to collectively manage the disposal of the wastewater treated by these agencies. The population served by the member agencies is approximately 900,000 on the eastern shore of South San Francisco Bay and provides service to Pleasanton, Dublin, and Livermore through an agreement with Livermore-Amador Valley Water Management Agency (LAVWMA). The purpose of EBDA is to provide for the "more efficient disposal of wastewater produced in each Member Agency, all to the economic and financial advantage of each Agency and otherwise for the benefit of each Agency; and each of the Agencies is willing to plan with the other Agencies for joint wastewater facilities which will protect all of the Agencies."

EBDA operates under a Commission consisting of individual representatives appointed by each of the five member agencies. EBDA's staff includes the General Manager, Operations & Maintenance Manager, and Administrative Assistant. Their efforts are assisted by contracts with the Member Agencies for staff work and by outside contractors.

How to Apply

Applicants should email their resume and cover letter to juanita@ebda.org.

EAST BAY DISCHARGERS AUTHORITY

CLASS TITLE: GENERAL MANAGER

Monthly Pay: \$15,706 – \$19,090

BASIC FUNCTION: Under general policy direction, plans, organizes, coordinates and directs the operations and programs of the East Bay Dischargers Authority.

DISTINGUISHING CHARACTERISTICS: This class is responsible for the overall management of the Authority under the policy direction of the Commission.

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. Coordinates the member agency negotiation regarding renewal of the Joint Powers Agreement.
2. Ensures that the Authority’s wastewater discharge meets prescribed water quality standards and reporting requirements established by the Regional Water Quality Control Board and the Environmental Protection Agency.
3. Prepares monthly and annual NPDES reports for the Regional Water Quality Control Board and the Environmental Protection Agency.
4. Plans, coordinates and directs the work of Authority staff.
5. Prepares agendas and minutes for the Commission committees and regular Commission meetings.
6. Serves as Treasurer for the Authority. Prepares the annual budget and maintains expenditures within allocated limits as approved by the Commission.
7. Reviews and approves all plans, specifications and contract documents for construction and Authority-wide maintenance projects.
8. Reviews, monitors and comments on water quality standards, regulations and related information that impacts the Authority and its member agencies.
9. Disseminates information to the Commission and member agency managers on regulatory requirements and other information critical to the effective and efficient operation of the Authority.

10. Serves on various boards and committees of professional organizations and associations and keeps informed on legal, technical, legislative and administrative trends in the field of wastewater treatment and discharge requirements.
11. Represents the Commission in dealings with the Public, member agencies, State and Federal regulatory agencies and professional organizations and associations.
12. Drafts, distributes and reviews responses to RFPs for Authority construction, maintenance and services and selects or recommends selection of contractor to the Commission.
13. Enforces all safety regulations and policies.
14. Trains, develops and evaluates subordinate staff.
15. Develops plans for future operation, capital asset replacements, and other projected needs of the Authority.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public administration including supervision, budget preparation and personnel; wastewater sampling techniques and mathematical and statistical analysis; pipeline design, chemical and bacteriological characteristics of industrial and domestic water and wastewater; pertinent health rules, regulations, and laws affecting treatment and discharge of wastewater; wastewater treatment plant operations and the treatment process; safety practices and requirements.

ABILITY TO:

Analyze, evaluate, develop coordinate and direct Authority programs, projects and operations; plan, coordinate, evaluate and direct the work of others; establish and maintain effective working relationships with others; read and interpret construction plans and blueprints; maintain records and prepare reports; communicate effectively both verbally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- 1) Possession of a baccalaureate degree from an accredited college or university with a major in Science or Engineering.

- 2) A minimum of five years of supervisory experience in the administration, operation and maintenance of wastewater systems.

LICENSES: Possession of a valid California Motor Vehicle Operator's License. Grade V Operators Certificate or Professional Engineering license a plus.

WORK DIRECTION, LEAD AND MANAGERIAL RESPONSIBILITIES: This class reports to and receives policy direction from the East Bay Dischargers Authority Commission. Responsibilities include the management of the operation, maintenance and repair of the Authority's wastewater collection, treatment and discharge systems.

PHYSICAL EFFORT: Normal office environment.

CONTACTS: Commission and committee members; members of the public; co-workers; member agency managers and staff; other wastewater system agencies managers and staff; contractors, governmental regulatory agencies; environmental interest groups

WORKING CONDITIONS: Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

The East Bay Dischargers Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and the California Fair Employment and Housing Act, the Authority will provide reasonable accommodation to qualified applicants and employees.
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