



WASTEWATER TREATMENT MANAGER

Job Description

DEFINITION

The Wastewater Treatment Manager is responsible for the management and operation of the Sewerage Agency of Southern Marin's wastewater treatment facilities in Mill Valley.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Director of Public Works. Exercises direct supervision over all personnel in the Wastewater Treatment Division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Act as the Agency's chief administrator. Prepare for and attend all SASM Commission meetings. Develop agenda and associated materials, including, where appropriate, options and recommendations for Commission action. Make recommendations on policy matters and keep the Commission advised on Federal, State or other regulations involving the Agency's operations. Responsible for compliance with the Clean Water Grant Program.
- Direct the fiscal activities of SASM, including the collection and investment of monies and approval of expenditures. Prepare financial data and develop the annual budget. Responsible for recovery of any Federal or State grants, and for collection of the Agency budget payments.
- Negotiate and administer contracts for all Agency consultants, including engineers, attorneys, financial advisers, or others. Supervise the activities of the consultants. Contract for all needed services.
- Direct the planning, design and construction of any capital facilities undertaken by the Agency, including the recruitment and supervision of consultants. Supervise award of construction contracts in accordance with applicable laws and regulations.
- Responsible for personnel administration, including reward, discipline and dismissal of employees.
- Conduct the Agency's routine business, including correspondence and filing. Organize and maintain administrative files sufficient to provide documentation for the Agency's own conduct of business, and for the needs of the annual internal audit and any external audits, including the EPA audit for grant compliance.
- Represent SASM to the public, member entities, and outside agencies, including funding and regulatory agencies, and other districts, cities or counties. Coordinate an active and responsive public relations program.
- Technical Duties: Supervise and direct day-to-day activities of a 3.6 mgd trickling filter Wastewater Treatment Plant employing 14 full-time employees. Maintain pump stations, force mains and underwater outfall. Assure that the plant meets NPDES permit requirements. Institute operating systems capable of assuring plant performance and optimum employee utilization and training.

OTHER JOB RELATED DUTIES

- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- The Clean Water Grant Program.
- Uniform Cost Accounting Procedures.
- The operation of a municipal sewage treatment plant utilizing trickling filters.
- Capital Improvement Program development and management.
- Operations and Capital Improvement budget development and management.
- Personnel management practices.

Ability to:

- Supervise consultants and personnel.
- Negotiate contracts.
- Manage Special District finances.
- Prepare budgets.
- Manage an office.
- Conduct public relations.
- Communicate clearly in English verbally and in writing.
- Establish and maintain effective working relationships with subordinates and superiors.

Experience and Training: Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Minimum of five years of administration experience, preferably in the public sector.
- Minimum of five years of increasingly responsible experience in the operation and maintenance of a sewage treatment plant facility, including at least two years in a supervisory capacity, preferably as a superintendent, is required.

License or Certificate:

- Registration as a Civil Engineer in the State of California is desirable.
- Possession of a valid California Class C driver's license.
- Possession of a Grade V Wastewater Treatment Plant Operator's license, or equivalent, is desirable.

SPECIAL REQUIREMENTS:

- Must possess a home telephone.
- Must comply with CSRMA Driver Standards.

SALARY AND BENEFIT INFORMATION

Salary range \$8,459 – 10,284 monthly

Benefits:

Excellent benefits include:

- Medical and dental insurance coverage for employees and dependents up to the Kaiser and Delta Dental family rate.
- Deferred compensation investment plan with \$600 match by the City of Mill Valley.
- Employee assistance program.
- 96 hours sick leave per year.
- 2 weeks of vacation per year in 1st-3rd years of employment, 3 weeks of vacation per year in 4th-7th years of employment, 4 weeks of vacation per year in 8th-15th years of employment, and 5 weeks of vacation per year after 15 years of employment.
- 10 paid holidays plus 4 floating holidays annually.
- Membership in Public Employees' Retirement System.
- \$50,000 life insurance.
- Long-Term Disability Insurance.
- Administrative leave.