



Ross Valley Sanitary District

Operations and Maintenance Manager

DEFINITION

Under the general direction of the General Manager, the Operations and Maintenance Manager (O&M Manager) is responsible for managing the daily operations of the District wastewater collection and conveyance system, maintenance on infrastructure such as cleaning of gravity lines, operation and maintenance of pump, inspection and testing of air valve assemblies, customer service calls requiring field personnel response, as well as overseeing the Computer Maintenance Management System (CMMS) of the Operations and Maintenance department.

DISTINGUISHING CHARACTERISTICS

The Operations and Maintenance Manager (O&M Manager) is responsible for managing all operations related to sewage conveyance in the District including Line Maintenance and Pump Station operations.

SUPERVISION RECEIVED AND EXERCISED

The O&M Manager reports to the General Manager. Direct reports are the Line Maintenance Supervisor and Pump Station Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class:

- Supervise assigned department employees including directing work, conducting performance evaluations, coordinating training and implementing hiring, discipline and termination procedures.
- Communicate status of work to General Manager and department staff as appropriate.
- Manage and coordinate safe and effective operations and maintenance (O&M) of sewage collection systems.
- Ensure delivery of safety training for department staff.
- Collaborate with colleagues on District projects and development and implementation of policies and procedures.
- Provide coaching and directions to Supervisors in developing staff's performance goals and objectives.
- Collaborate with engineering and inspections to give input on capital improvement projects.
- Work in partnership with General Manager, managers, and supervisors to plan, develop, and implement District-wide programs, procedures, and policies.

- Supervise emergency response and customer relations; responds to emergency calls 24 hours per day, 7 days per week; responsible for regulatory reporting as Legally Responsible Officer.
- Ensure compliance with all applicable federal, state, and local laws and statutes.
- Develop, implement, train, and enforce safety standard operating procedures.
- Implement SB198 (IIPP) guidelines; ensure maintenance of safety logs, coordinate safety meetings and training.
- Set and monitor Performance Management goals for the department.
- Review and update emergency response plans; conduct annual drill(s) to ensure staff can respond effectively during emergencies.
- Manage procurement, inventory, and allocation of materials; contact vendors and ensure compliance with District fiscal policies.
- Coordinate fleet maintenance.
- Demonstrate initiative and effective skills in troubleshooting, problem solving, and team building.
- Understand, enforce, and educate staff on modern asset management philosophies and practices related to sewage collection systems.
- Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders and analyze data and prepare reports.
- Make presentations of collection systems status and operations to the Board of Directors and represent the District in meetings with governmental and regulatory agencies and the public.
- Monitor changes in laws, regulations and technology that may affect departmental operations; research and recommend equipment purchases and disposal; implement policy and procedural changes as required.
- Control and maintain inventory of assigned tools, equipment, and vehicles.
- Coordinate chemical root control service.
- Prepare annual department budget proposal; including budget forecasts.
- Conduct regular meetings with all Collection System personnel.
- Participate in professional organizations; attend professional development training;
- Oversee emergency preparedness related to Department functions.
- Perform other duties as assigned.

REQUIREMENTS

Knowledge

- Principles and practices of supervision.
- Time management and project management.
- Principles and practices of wastewater collection system maintenance and repair and capital projects.
- Principles of organization, administration, budget, financial, and personnel management.

- Purchasing procedures, cost control and inventory techniques.
- Principles and procedures of emergency response preparedness.
- Use and maintenance of heavy equipment, vehicles, power tools, and hand tools utilized in maintenance of District's wastewater collection system, pump stations, and related appurtenances.
- Safety regulations, standards, and procedures in wastewater collection system and pump station maintenance.
- Working knowledge of insurance policies related to coordinating sanitary sewer overflow response.
- Standard office equipment, computers, and hardware and software.
- Basic English language, both spoken and written.
- Mathematics and calculations used in construction and wastewater industry.
- Use of Microsoft Office Suite software and computer software used in wastewater industry.

Skills and Abilities

- Supervising, training and coordinating personnel.
- Effective verbal and written communication skills including public presentation skills.
- Understanding and carrying out written and verbal directions.
- Maintaining work records, analyzing data, and preparing reports.
- Performing all tasks related to maintenance, cleaning, and repair of District's wastewater collection system and related appurtenances.
- Troubleshooting equipment malfunctions and problems.
- Presenting information in an audience-appropriate manner.
- Providing customer service and emergency response.
- Reading and interpreting maps, construction drawings, and blueprints.
- Recognizing and mitigating hazards encountered in the course of work.
- Operating field computers, computers, and other standard office equipment.
- Proficient in the use of Microsoft Office Suite (Access, Excel, and Word), asset management software, and budgeting software.
- Proficient in use of modern Computerized Maintenance Management System (CMMS) related to sewage collection system's Operation and Maintenance.
- Adept at using good personal judgment and discretion; remaining calm in crisis, emergency, and/or other stressful situations, and using discretion when handling and disseminating sensitive information.

Interpersonal Skills

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Five years of experience in managing a sewage collection systems maintenance and operations program comparable to the District's program. Two years of experience in a supervisory capacity; work experience in a public agency preferred.
- Equivalent to a Bachelor's Degree in environmental science, engineering, business administration, public administration, or a related field.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Possession of a valid Collection System Maintenance Grade III Certificate issued by the California Water Environmental Association (CWEA) at the time of application; must renew and maintain throughout employment.
- Valid Collection System Maintenance Grade IV Certificate issued by CWEA is desirable.
- Must possess and maintain a valid California Class C Driver's License and insurability under the District's vehicle liability insurance coverage.

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require sitting at a desk, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Occasional fieldwork may require:

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbent may be exposed to moving mechanical parts, electrical currents, vibrations, fumes,

odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, confined space restrictions, and intense noises.

Pre-employment Requirements:

A physical examination is required.

FLSA Status: Exempt
Employment Status: At Will; Management
Approved by: Ross Valley Sanitary District Board of Directors
Date: January 16, 2019