



December, 2017

FINAL DRAFT

**RECLAMATION SYSTEM MANAGER
Salary Grade 515**

DEFINITION

Under general direction, plans, organizes, directs, and manages a comprehensive program and the work of field crews in support of District biosolids application, water reclamation distribution system construction, installation, inspection, cleaning, preventive and corrective maintenance, and repair activities; ensures that federal, state, and local regulatory requirements are met; provides administrative support to District management in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies, and various public and private groups;; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Services Director. Exercises direct supervision over reclamation maintenance staff.

CLASS CHARACTERISTICS

This is a single-position management classification wherein the incumbent oversees and directs all activities of the Water Reclamation Distribution System Division, including day-to-day operations, maintenance and repair, short- and long-range planning, and budgeting. Responsibilities include coordinating the activities of the division with those of other divisions, and managing and accomplishing the complex and varied functions of the division. The incumbent is accountable for accomplishing planning and operational goals and objectives for the division, and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Operations Services Director in that the latter is a senior management class with responsibility for the oversight of all plant and facilities operations and maintenance through multiple subordinate levels of supervision.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and directs the implementation of reclamation systems goals, objectives, policies, procedures, and work standards.
- Prepares and administers the Water Reclamation Distribution System Division's budget, including materials and supplies, contract services, vehicle and equipment expenses, and capital improvement estimates.
- Plans, organizes, assigns, supervises, and reviews the work of reclamation systems staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.

- Contributes to the overall quality of the District's service and assists in developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs.
- Coordinates reclamation system operations and activities with those of other District departments and outside agencies.
- Confers with and represents the division and the District in meetings with members of the Board of Directors, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- Assists with the development and/or update of the District's water reclamation plans and programs.
- Manages land for biosolids and reclaimed water applications.
- Prioritizes and allocates available resources, such as inventory, equipment, and temporary employees as required; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares a variety of written correspondence, reports, procedures, and other written materials, such as Agronomist reports, to ensure that all safety and NPDES permit and other regulations are enforced.
- Prepares and maintains current purveyor agreements with the City of Napa, Carneros Water District, Napa County, and American Canyon, as well as LAFCO Service Area studies, and coordinates and oversees user agreements, user liaisons, and billings/meters.
- Coordinates recycled water usage with District customers and enforces water application rate and enforcement restrictions.
- Monitors changes in laws, regulations, and technology that may affect operations; implements policy and procedural changes as required.
- Maintains and directs the maintenance of working and official departmental files.
- Provides technical advice to the District's management and the Board of Directors in District water reclamation distribution system operations matters.
- Makes field inspections to inspect the work of crews while in progress; provides advice and assistance to staff; may occasionally perform the full range duties of subordinate staff, such as water reclamation distribution system operations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of the development, operations, maintenance, and management of water reclamation distribution systems and related facilities.
- Basic principles and techniques of capital improvement design, construction, inspection, funding, and long-term maintenance.
- Principles and practices of land management with respect to the application of biosolids.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable laws, codes, and regulations.
- Applicable work safety programs and practices.
- Operational characteristics and the proper use of a variety of heavy and light farm equipment, power tools, and hand tools.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Modern office practices, methods, and computer equipment and applications related to the work.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively and evaluate performance in an objective manner.
- Effectively provide staff leadership and work direction.
- Plan, organize, administer, coordinate, review, and evaluate a comprehensive water reclamation distribution system and facility construction and maintenance program.
- Read and interpret plans, specifications, and diagrams used in the design and construction of a water reclamation distribution system and related facilities.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Water Reclamation Services Division.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Education

Equivalent to an associate degree in agriculture, agronomy, biology, horticulture, engineering technology, business or a related field.

Experience

Four (4) years of increasingly responsible experience in the cleaning, maintenance, inspection, and repair, or program management of water reclamation distribution systems and facilities.

Licenses and Certifications:

- Must possess or obtain within six (6) months of appointment to the classification a valid California Class B Driver's License and maintain a satisfactory driving record.

Must obtain within one (1) year of appointment to the classification a Qualified Applicator Certification issued by the California Department of Pesticide Application.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect the District's water reclamation distribution system and related facilities, to operate a motor vehicle, and to visit various District and meeting sites; vision to detect shades of color, to read printed materials, charts and gauges, and a computer screen; smell to identify odors; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard

office equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in both a field and office environment; the office environment, comprises moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in the field, employees are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for standby and response to off-hours emergency situations.