

**CLASS SPECIFICATION**

9/14/2017

SANITATION WASTEWATER MANAGER, 4128

Summary of Duties: Plans, organizes, directs, and coordinates the work of personnel engaged in wastewater activities within the Bureau of Sanitation; establishes policies for all aspects of wastewater operations; plans, coordinates, directs and reviews process control activities, instrumentation, electrical and mechanical operation, maintenance and repair activities of wastewater systems to ensure compliance with legally mandated permit requirements; applies supervisory principles and techniques in building and maintaining an effective workforce, including personnel training; fulfills equal employment opportunity responsibilities; and does related work.

Distinguishing Features: An employee in the class of Sanitation Wastewater Manager is responsible for supervision of professional, skilled craft and technical staff assigned to Divisions involved in activities associated with wastewater systems. Supervision and inspection of routine operations and other activities is largely the responsibility of subordinates. A Sanitation Wastewater Manager is primarily concerned with the evaluation of overall system performance, the development of policies and procedures governing safe work practices, operations, maintenance, and repair of wastewater systems and the establishment of practices to ensure the maximum utilization of resources.

Incumbents are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance, training and professional development of subordinates.

Examples of Duties:

- Plans, directs, and coordinates the work of a wide range of classifications involved in wastewater system activities;
- Reviews proposals for changes, additions or alterations to wastewater facilities and makes recommendations on their feasibility to bureau management;
- Consults with engineering staff and consultants on equipment and materials for facilities modification and new construction;
- Issues directives and policy statements concerning wastewater activities;
- Studies developments in water and wastewater systems, facilities and equipment and makes recommendations for incorporating changes;
- Establishes technical and non-technical training programs involving emergency preparedness, wastewater safety, and solid resources safety operation;
- Implements safety training mandated by state and federal government agencies;
- Coordinates City-wide mandatory training for Sanitation employees;
- Oversees and directs system studies;

- Oversees the allocation of resources;
- Supervises records management and legal reporting activities;
- Oversees the preparation of operating budgets;
- Fulfills supervisory equal employment opportunity responsibilities set forth in the City's Equal Employment Opportunity Program including communicating equal employment information to employees;
- Confers with federal, state and local officials on matters concerning the wastewater system;
- Interfaces with Cal OSHA and the Department of Toxic Substance Control;
- Reports on the progress of the Bureau's safety and training programs before the Board of Public Works;
- May make presentations to the Board of Public Works on wastewater system activities and performance;
- May attend public meetings to explain the purpose and activities of wastewater system;
- May coordinate design and construction activities with the Public Works, Bureau of Engineering;
- May administer review and analyze data of legal concerns to minimize risk exposure;
- Investigates public complaints in exceptional cases;
- Implements cost controls measures for efficient operations; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- The principles of science applicable to wastewater collection, wastewater treatment, waste reclamation, reuse and disposal;
- Wastewater processes, laws and regulations related to water and air quality standards, hazardous material handling, receiving water requirements, the licensing of wastewater treatment plants and personnel, and air quality management;
- Actions, effects, and control of corrosion under various exposure conditions;
- The techniques for counseling, disciplining and motivating subordinate personnel;
- The procedure for grievance handling;
- Supervisory responsibilities as set forth in the City's Equal Employment Opportunity Program;
- Effective safety principles and practices;
- Principles and practices related to budget preparation and the allocation of resources;
- Mechanical and electrical principles related to system equipment; and
- The methods of overhaul, repair, maintenance, replacement, and installation of all equipment, machinery, grounds, and structures associated with wastewater systems.

The ability to:

- Plan and administer a work program to meet legally mandated water and air quality standards;
- Analyze and evaluate operations and develop policies and procedures to effect corrective actions;
- Oversee legal monitoring and other technical and special reports;

- Develop and administer comprehensive development programs;
- Conduct special studies and investigations into wastewater system problems or violation of discharge limits;
- Deal tactfully and effectively with agencies, unions and public officials;
- Develop and implement sound fiscal operations and personnel policies and procedures;
- Use independent judgment to economize resources, handle emergencies and evaluate operations;
- Analyze and interpret laboratory reports;
- Analyze and interpret various laws and regulations of regulatory agencies and its impact on the Bureau's safety program;
- Identify operational and safety flaws and assess training needs accordingly;
- Establish and maintain a work environment to enhance both employee morale and productivity; and
- Fulfill supervisory responsibilities related to Equal Employment Opportunity and the Americans with Disabilities Act.

Minimum Requirements:

1. Two years of full-time paid experience in the City of Los Angeles, Bureau of Sanitation as one of the following:
 - a. A Chief Environmental Compliance Inspector; **or**
 - b. An Environmental Engineering Associate III, or in a position at that level, performing professional engineering work and supervising staff in a wastewater treatment or reclamation plant or wastewater collection systems division; **or**
2. Two years of full-time paid experience as a Wastewater Collection Supervisor, or in a class at that level, which provides experience as a supervisor of maintenance or operations staff in a wastewater treatment plant or wastewater collection systems division; **or**
3. Two years of full-time paid experience as a Wastewater Treatment Mechanic Supervisor, or in a class at that level, which provides experience in the repair or maintenance of machinery, plant equipment, or facilities in a wastewater treatment, reclamation plant or 24-hour multistage chemical process facility.

Probation: Appointment to a position in this class is subject to a one-year probationary period as provided by Civil Service Rules 5.26 and Charter Section 1011.

Limited Seniority: In accordance with Civil Service Rule 4.10, examination seniority credit is limited to 1.0 point.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds, also good hearing and speaking ability and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.