

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

3-27-98

HYPERION TREATMENT PLANT MANAGER, 4130

Summary of Duties: A Hyperion Treatment Plant Manager directs the activities of the Hyperion Treatment Plant, including reuse of biosolids; establishes policies related to plant operations; plans, directs, and reviews, through subordinate supervisors, the process control activities, instrumentation, and the electrical and mechanical operation, maintenance and repair activities at the Hyperion Treatment Plant to ensure compliance with regulatory requirements; interfaces with extensive construction activities; participates in future planning for plant expansion; handles public relations and media contacts; maintains strict adherence to Budget and operating costs; and does related work.

Distinguishing Features: The Hyperion Treatment Plant is a “mega plant” with a 500 mgd (Million Gallons per Day) treatment capacity and “high tech” operations including combustion, turbine power generation, cryogenic oxygen generation, oxygen activated sludge and a variety of off site biosolids reuse alternatives. The plant’s size and complexity are unique in the industry. The Hyperion Treatment Plant Manager is in charge of the operation, maintenance and repair activities at the plant. Supervision and inspection of routine operations and activities is largely the responsibility of subordinates. The Hyperion Treatment Plant Manager is primarily concerned with the evaluation of overall plant performance, the development of policies and procedures governing plant activities and the establishment of practices to obtain optimum utilization of plant resources.

Examples of Duties: A Hyperion Treatment Plant Manager:

- Plans, directs and coordinates the overall operation of the Hyperion Treatment Plant;
- Sets goals for plant operations and confers with the Wastewater Labor-Management Committee and subordinates regarding plant policies that affect specific functions;
- Reviews proposals for changes, additions or alterations to plant facilities and recommends on their feasibility to bureau management;
- Issues directives and policy statements concerning plant activities;

- Evaluates and schedules plant goals and objectives and initiates improvements and modifications;
 - Participates with the Hyperion Strategic Planning Team in planning for extensive expansion of the facility;
 - Reviews plant facilities and equipment to determine conformance to established standards and to assess the efficiency of operations;
 - Checks operating and maintenance records and reports to determine existing conditions and repair and replacement needs;
 - Studies new developments in waste and wastewater treatment processes, facilities, and plant equipment and makes recommendations for incorporating changes;
 - Conducts studies of problems that are peculiar to the plant and makes recommendations to alleviate them;
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- Directs and reviews the preparation of technical and financial reports;
 - Assigns or reviews the assignment of personnel and approves the distribution of personnel and material resources within the plant;
 - Supervises record keeping and report preparation activities;
 - Prepares or supervises the preparation of operating budgets and administrative analysis;
 - Administers a plantwide labor relations program through the Hyperion Strategic Planning Team;
 - Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Plan;
 - Confers with federal, state and local officials on matters concerning the plant and conformance with the consent decree and all plant permits;
 - Attends public meetings to explain the purpose and activities of the plant;
 - Coordinates extensive plant design and construction activities;
 - Develops public and regulatory outreach programs and actively participates in same;
 - Assures effluent quality is maintained during major rehabilitation and new construction efforts.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- Management principles applicable to the direction of a major waste water treatment plant;
- The principles of sanitary engineering applicable to wastewater treatment, water reclamation and reuse;
- Treatment plant processes and biosolids management, equipment, materials and support systems;

- The laws and regulations related to water quality standards, receiving water requirements, the licensing of wastewater treatment plants and operators, air quality discharges and biosolids management;
- Plant safety principles, practices and standards;
- The principles of personnel management and labor relations applicable to the supervision and direction of a diverse workforce;
- The principles and practices related to budget preparation and the allocation of resources.
- Civil and design engineering applicable to the modification of treatment plants and the compatibility of plant designs with treatment processes, equipment, and environmental concerns;
- The principles of mechanical, hydraulic and instrumentation engineering applicable to the evaluation of the effectiveness of plant mechanical systems and the suitability of alterations or additions;
- The methods of odor, corrosion pollution and vector control;
- The interaction between air pollution abatement, water quality, waste generation and land use;
- The laws and regulations related to equal employment opportunity and affirmative action;

A general knowledge of:

- City personnel rules, policies and procedures.

The ability to:

- Exercise the managerial controls necessary to ensure organizational effectiveness;
- Plan and administer a work program to meet legally mandated water and air quality standards;
- Analyze and evaluate plant operations and develop policies and procedures to effect corrective actions;
- Oversee the preparation and submission of budgets and legal monitoring and other technical and special reports;
- Conduct special studies and investigations into treatment and maintenance problems, or violations of discharge limits;
- Deal tactfully and effectively with employees, government officials, representatives of regulatory agencies, joint labor-management teams, unions, public officials and the media;
- Develop and implement sound fiscal, operations, and personnel policies and procedures;
- Use independent judgment to economize resources, handle emergencies and evaluate plant operations;
- Analyze and interpret laboratory reports.

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.

Minimum Requirements:

Five years of full-time paid experience in a position at least at the level of Senior Sanitary Engineer in the design, construction, operation, or maintenance of wastewater treatment facilities.

A valid California driver's license and good driving record may be required.

Appointment to this class is subject to a one year probationary period as provided by Section 109 of the City Charter.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, "this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be."