

# CITY OF SIMI VALLEY

## PLANT SUPPORT SYSTEMS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises and coordinates maintenance activities within the sanitation services division including the maintenance of the sanitation collection system, and treatment plant equipment and machinery; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Deputy Public Works Director (Sanitation Services).

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the organization, staffing and operational activities for the maintenance of the City's wastewater collection system and wastewater treatment plant equipment and machinery.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned maintenance services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Manage the operation and maintenance of the City's wastewater collection system and the maintenance of wastewater treatment plant equipment and machinery.
6. Plan and organize future repair and reconstruction of the City's wastewater collection system.
7. Periodically review and evaluate current construction standards and practices; recommend changes as required.
8. Oversee construction and repair of collection system and wastewater treatment plant facilities by outside contractors; inspect work in progress and upon completion to assure repairs, maintenance, and project activities are in accordance with City regulations, policies, and operating procedures and practices.
9. Select, train, motivate and evaluate maintenance staff within the sanitation services division; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.

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11. Assist in the preparation of the sewer system management plan to facilitate proper funding and management of sanitary sewer systems, reduce sanitary sewer overflows, protect public health and the environment and to improve the overall maintenance and operation of the sewer system and sewage lift stations.
12. Provide staff assistance to the Deputy Public Works Director (Sanitation Services); participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
13. Coordinate maintenance and operations activities with those of other divisions and outside agencies and organizations.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater treatment plant and collection system maintenance.
15. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive wastewater collection system.  
Modern and complex principles and practices of wastewater treatment plant equipment maintenance, installation and repair.  
Methods and techniques of troubleshooting collection system and wastewater treatment plant equipment failures.  
State reporting requirements.  
Electrical, mechanical, hydraulic, and pneumatic controls, pumps and equipment.  
All aspects of the wastewater treatment plant construction trades.  
Operational characteristics of a variety of maintenance equipment including sewer cleaning equipment, tractors, loaders, trucks, cranes and forklifts.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Principles of municipal budget preparation and control.  
Principles of supervision, training and performance evaluation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Supervise, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Assist engineering and operations staff with process design.  
Interpret and explain City Sanitation Services Division policies and procedures.  
Prepare clear and concise reports.  
Evaluate new sewer construction and identify defects.  
Operate office equipment including computers and supporting software applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in mechanical systems technology, construction engineering or a related field. CWEA training in collection system operation and maintenance is desirable.

**Experience:**

Five years of responsible wastewater operation and maintenance experience including two years of administrative and/or lead supervisory experience. Collection system maintenance experience is desirable.

**License or Certificate:**

A Mechanical Technologist Certification issued by the California Water Environment Association is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office, field and wastewater treatment plant environment; work around heavy construction equipment.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

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*Johnson & Associates*

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