

CITY OF SIMI VALLEY

DEPUTY PUBLIC WORKS DIRECTOR (SANITATION SERVICES)

*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 administrative direction, directs, manages, supervises and coordinates the activities and operations of the sanitation services division within the Public Works Department including the operation and maintenance of the collection system, wastewater treatment plant and laboratory; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

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. Assume management responsibility for assigned services and activities of the sanitation services division including the operation and maintenance of the collection system, wastewater treatment plant and laboratory.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for the sanitation services division; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; ensure staff maintains current knowledge of division and City policies; meet with staff to identify and resolve problems.
5. Provide advanced technical alternative process planning for future environmental, water quality and permit requirement positions; coordinate with other divisions to prepare plans for meeting future technical needs.
6. Ensure that all operations and maintenance work meets permit requirements and is performed in a safe, efficient and cost-effective manner.
7. Make recommendations, plan and direct City sewerline replacement and repair projects; evaluate and inspect sewerline construction projects before final acceptance.
8. Coordinate and participate in the management of construction projects for the collection system and sanitation plant including planning, inspecting, and making recommendations on work plans and specifications; review and approve or reject contractor work.
9. Direct public relations tours of the plant and provide information to the press as required.
10. Meet with and confer with business community and source control staff concerning pretreatment ordinance issues and enforcement actions involving regulatory agencies.

11. Oversee, review, and participate in the preparation of monthly, quarterly, semi-annual and annual reports for outside agencies including sampling results reports; ensure that reports are accurate, timely and professional.
12. Select, train, motivate and evaluate operation and maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Oversee and participate in the development, review and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
14. Serve as the liaison for the sanitation services division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Provide responsible staff assistance to the Assistant Public Works Director and the Public Works Director.
17. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to sanitation services division programs, policies and procedures as appropriate.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater treatment plant and collection system operations and maintenance.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. 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 treatment plant and collection system operations and maintenance program.

Principles and practices of wastewater treatment operations and plant equipment maintenance.

Construction and engineering practices as they relate to wastewater facility upgrades and modernization projects.

Principles and practices of program development and administration.

Methods and techniques of contract negotiation and administration.

Laboratory operations including source control sampling analysis and environmental compliance.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive water quality control program.

Troubleshoot and resolve plant design and process control issues.

Make recommendations, plan and direct plant expansion and upgrades.

CITY OF SIMI VALLEY
Deputy Public Works Director (Sanitation Services) (Continued)

Analyze, prepare and make fiscal budget recommendations.
Assess and anticipate annual budget needs.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative, financial and technical reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
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 a Bachelor's degree from an accredited college or university with major course work in civil engineering, environmental engineering, environmental sciences or a related field.

Experience:

Five years of increasingly responsible wastewater treatment plant and collection system operations and maintenance experience including two years of administrative and supervisory responsibility. One year of Biological Nutrient Removal Treatment Processing is desirable.

License or Certificate:

Possession of a State of California Wastewater Treatment Plant Operator Grade V certificate.

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 and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions.

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.

Adopted: September 2003
Johnson & Associates

Revised: July 2016