

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

CHIEF OF OPERATIONS

DEFINITION

Under the general direction of the Director of Water and Wastewater Resources, supervises all activities of the Operations Division, including operation, maintenance and laboratory services for both the water and wastewater systems, and performs other duties as assigned.

EXAMPLES OF DUTIES

Schedule, supervise and review the work of operating, maintenance, and laboratory personnel assigned to the Operations Division of the Department of Water and Wastewater Resources; ensure safe, effective and efficient compliance with local, state and federal laws, rules and regulations, and industrial practices. Implement City, Department, and Division Rules and Regulations, policies, procedures and practices. Ensure that required records are accurately maintained. Oversee a comprehensive preventive maintenance program of facilities. Ensure that supervisors conduct regular safety training and maintain a safe work environment. Develop and maintain a training program for employees; ensure that they maintain required certification. Formally evaluate job performance of assigned employees. Work to complete Department and Division goals and objectives. Prepare and manage the Division budget; propose, develop and manage capital projects and manage contracts for the Division. Prepare reports and make presentations to the City Manager, City Council, or others as required. When required, maintain 24 hour availability to address Division emergencies. Develop and maintain good working relationships with supervisors, co-workers, elected officials, professional peer groups and the public. May perform any work of the Division on short notice.

MINIMUM QUALIFICATIONS

Knowledge of: Operation of wastewater treatment plant operations including primary, secondary, tertiary processes; pure oxygen activated sludge systems; SCADA (Supervisory Control and Data Acquisition) systems; effluent reclamation and reuse; anaerobic sludge treatment and disposal to land; odor control methods and noise abatement techniques and controls; potable water supply operations including groundwater and surface water supply, water quality chemistry and bacteriology; equipment maintenance practices and laboratory procedures and QA/QC (Quality Assurance/Quality Control.) Applicable federal, state, and local regulations regarding water supply and wastewater treatment; supervisory methods and techniques; project

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scheduling and management; vocational training methods; safety regulations and methods of safe practice in work environments including hazardous atmospheres and confined spaces; plans, specifications, reports and other documents used to design water and wastewater facilities, particularly piping and instrumentation and process control fields.

Ability to: Plan, organize, direct and control the continuous operation of the wastewater treatment plant and potable water system facilities; effectively schedule, supervise, train, and evaluate work performance of subordinates; review and analyze laboratory tests and implement parameter changes; perform technical research work, detailed analyses, and preparation of comprehensive reports; carry out oral and/or written instructions; read and interpret manuals, plans and specifications; prepare, submit, justify and manage complex Division operating and capital budgets; use CRT's and/or PC's; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible experience in the operation and maintenance of a water or wastewater treatment system, at least three years of which were in a supervisory capacity.

Education: Graduation from high school or equivalent. College coursework in science or other related discipline can be substituted for experience on the basis that two years of coursework equals one year of experience with a maximum of four years of coursework equaling two years of experience. Continuing education in related subjects including supervision and project management is desirable.

Physical Requirement: Moderate, and sometimes strenuous exertion required, including crawling, stair climbing of many flights, lifting and carrying or handling up to 50 pounds for 30 minutes. Work in confined areas, hazardous atmospheres and in protective garments. May work in conditions which require exposure to noise, noxious odors, gases, and contact with wastewater.

Certificates/Licenses: Possession of a current Grade IV Wastewater Treatment Plant Operators Certificate as issued by the California State Water Resources Control Board. Possession or ability to acquire within one year of appointment a valid State of California Grade III Water Operators Certification as issued by the California Department of Health Services. Possession of a valid Class C California Driver's License.

R: 02/2007