

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ASSISTANT CHIEF OF OPERATIONS

DEFINITION

Under general direction of the Director of Water and Wastewater Resources and the Chief of Operations, assist in supervising and participate in safely operating the wastewater treatment plant and potable water production and storage facilities, and perform other duties as assigned.

EXAMPLES OF DUTIES

Participate in the operation of the facilities and assist in the supervision and evaluation of personnel. Ensure safe, efficient and effective compliance with local, state and federal laws, rules and regulations. Implement City, Department and Division rules, regulations, policies and procedures. Assist with the preparation and management of the Division budget. Propose, develop and/or manage projects for the Division. May attend meetings of governing bodies to provide necessary information relating to water and wastewater systems.

Supervise the day-to-day performance and control of the treatment plant and water systems. Analyze trends and variances in performance, and facilitate necessary operational changes. Inspect facilities and operational records on a regular basis and ensure safe and proper procedures are followed. Monitor water quality, effluent and solids disposal for compliance with regulations. Coordinate sampling, analysis and reporting of laboratory testing program. Schedule operation and personnel efficiently, prioritizing and providing timely preventive, corrective and emergency maintenance of facilities. Maintain inventory of operating supplies. Prepare oral and written reports.

When required, maintain 24-hour availability to address Division emergencies. Develop and maintain good working relationships with supervisors, co-workers, subordinates and the public. May be required to perform any work of the Division on short notice. Meet regularly with Operations and Plant and Equipment Maintenance personnel to resolve problems. Assume the duties and responsibilities of the Division Supervisor in his or her absence.

JOB SPECIFICATION
ASSISTANT CHIEF OF OPERATIONS (PAGE 2)

MINIMUM QUALIFICATIONS

Knowledge of: Safe operation and maintenance of activated sludge wastewater treatment and potable water supply facilities; regulations governing water and wastewater facilities; supervisory methods and techniques; 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.

Ability to: Safely operate and plan, organize, direct, and control the operation of the wastewater treatment and water supply facilities by others; effectively schedule, supervise, train and evaluate work performance of subordinates; prepare standard operating procedures; perform technical research and detailed analyses, and preparation of complex technical reports; carry out oral and written instructions; read and interpret manuals, plans and specifications; prepare, submit, justify and manage complex operating and capital budgets; use CRTs and/or PCs; perform laboratory analyses and interpret results; work independently; 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: Four years experience in operation of either a potable water system or wastewater treatment plant with at least two of those years in a supervisory position. Experience in both disciplines is desirable.

Education: Graduation from high school or equivalent. Continuing education in related subjects is desirable.

Physical Requirements: Moderate, and sometimes strenuous exertion required, including sustained walking, standing, bending, climbing and occasional lifting of fifty pounds repeatedly for thirty minutes. May have to use computers for extended periods, work on ladders, in tunnels and confined spaces, and in adverse conditions which require protective garments and/or exposure to inclement weather, noise, noxious odors, gases, or contact with water and/or wastewater.

Licenses: Possession of a valid Class C California Driver's License; possession of a Grade III Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board; possession of a Grade II Water Operator Certificate issued by the California Department of Health Services, or the ability to obtain same within twelve months of initial appointment.