

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**ASSISTANT DIRECTOR OF WATER AND WASTEWATER RESOURCES**

**DEFINITION**

Under the general direction of the Director of Water and Wastewater Resources, develops and manages the staff and programs of the Department of Water and Wastewater Resources consisting of the Divisions of Administration, Water Operations, Water Distribution, Wastewater Collection Maintenance, Wastewater Treatment Plant Operations, Plant and Equipment Maintenance, and Wastewater Treatment Laboratory. The Assistant Director will function as the department head in the absence of the Director of Water and Wastewater Resources. Perform other duties as assigned.

**EXAMPLES OF DUTIES**

Continues the development and expansion of asset management information systems. Ensures the long-term viability of equipment and facilities through comprehensive preventative maintenance programming. Devises standard analytical models and methods of impact fee assessment that ensure short and long-term cost recovery. Develops the documentation, procedures and training programs required for the successful operation of the expanded treatment facility. Assists the Director in creating a team-oriented Department focusing on communication and cohesiveness between the five operational divisions. Attend City Council Meetings, North San Mateo County Sanitation District Meetings, and other City Committee Meetings as required. Ensure and coordinate open and regular communication among the Department Management Team, other City Departments, regulatory agencies, pertinent associations and organizations, neighboring agencies, and external consultants/contractors. Assist the Director in developing and implementing the Operating and Capital Budgets of the City and District's Water and Wastewater Enterprise Funds.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Utilities management; public administration practices; project management; current principles, methods and practices related to water and wastewater systems management; practices that ensure loss prevention and employee safety; long-term planning.

**Ability to:** Accomplish objectives on schedule and within established budgetary parameters; create management systems; promote staff development; function as member of executive management team; make strong commitment to public service and recognize the importance of support services to City operations; communicate effectively; solve problems creatively; work with a diverse and ethnically mixed staff; write and present concise and comprehensive

JOB SPECIFICATION  
ASSISTANT DIRECTOR OF WATER AND WASTEWATER RESOURCES (Page 2)

reports; 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.

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

**Experience:** Four years of increasingly responsible local government administrative, management, and supervisory experience with a water and/or wastewater utility.

**Education:** Graduation from a four-year college or university with major course work in public administration, business administration, or a related field. A Master's Degree in a closely related field is desired.

**Licenses:** Possession of a valid Class C California Driver's License; possession of certificates in Wastewater Treatment and/or Water Treatment/Distribution by the State of California desired; possession of certificates from the California Water Environment Association in Mechanical Maintenance or Collection System Maintenance desired.

R: 8/2023