# **POLICY TITLE: Personnel Description – General Manager, CPO**

**Title: GENERAL MANAGER**

**Additional title: GENERAL MANAGER, Wastewater Treatment Plant**

**JOB DESCRIPTION**

Responsible for administration, operation, and maintenance of entire district infrastructure. Exercises direct authority over all system functions, personnel, and customer relations in accordance with approved policies and procedures. Inspects plant regularly. Analyzes and evaluates operation and maintenance functions and initiates or recommends new or improved practices. Develops plans and procedures to insure efficient plant operation. Recommends plant improvements and additions. Collates data and prepares or reviews and approves staff reports and budget requests. Responsible for expenditure of budgeted funds and requests approval for major expenditures, if required. Recommends specifications for major equipment and material purchases. Organizes and directs activities of plant personnel, including training programs and delegation of duties to the Lead Operator. Maintains effective communications and working relationships with employees, government officials, the general public and performs other duties as required. This position is a salaried position with negotiated benefits.

**QUALIFICATIONS PROFILE**

# **Certification**

## Grade III SWRCB Wastewater Treatment Plant Operator or higher.

* 1. Class B California Drivers License.

# **Formal Education**

## Minimum high school graduate or equivalent, plus 5 to 7 years’ practical experience in treatment plant operations, depending upon size and complexity of plant. Two-year college degree in sanitary, civil, chemical, or mechanical engineering highly desirable.

# **General Requirements**

* 1. Knowledge of processes and equipment involved in Class III wastewater treatment, including basic chemical, bacteriological, and biological processes.
	2. Understanding of managerial, administrative, and accounting practices and procedures involved in successful plant operation.
	3. Knowledge of industrial wastes and their effects on treatment processes and equipment.
	4. Ability to prepare or supervise preparation of clear and concise reports.
	5. Ability to plan, direct, and evaluate plant operation and maintenance functions.
	6. Ability to establish and maintain effective communications and working relationships.
	7. Ability to prepare and deliver annual evaluations for all District employees
	8. Attend and participate in all GCSD Board meetings.
	9. Understand and enforce all applicable local, State and Federal laws and regulations; including but not limited to, personnel, safety and SWRCB.

# **General Educational Development**

# Reasoning

# Effectively apply principles of logic to define problems, collect, and analyze data, and draw valid conclusions. Deal with a variety of concrete and abstract variables.

# Interpret a wide variety of technical instructions, in book, manual, and mathematical or diagrammatic form.

# Mathematical

# Perform ordinary arithmetical, algebraic and geometric procedures in standard, practical applications.

# Language

# Write and edit operation reports.

# Evaluate and interpret engineering and other technical data.

# Interview applicants and employees.

# Establish and maintain communications with employees, government officials, and the public.

# **Specific Vocational Preparation**

# Completion of operator training course or equivalent training and experience.

# Five to 7 years’ experience in wastewater treatment plant operation, depending upon size and complexity of plant and educational background.

## Knowledge of applied supervisory skills.

# **Interests**

## Prefer working with people in situations involving organization and supervision of varied activities.

# **Personnel Relationships**

## Ability to delegate responsibilities on an as needed basis.

# **Physical Demands**

## Ability to squat, bend, kneel and lift 50+ pounds. Involves lab and office operations, visitation of the collection system. Requires an annual physical by an OSHA approved physician on or near annual hire date anniversary.

# **Working Conditions**

##  Requires working assigned shifts which may include nights, weekends and holidays.

##  Requires walking on non-level, uneven and slippery surfaces; reaching; kneeling; climbing; crawling; grasping, holding and twisting various objects in the performance of daily activities.

## Requires the need to lift and carry air packs, pumps, hoses, lab equipment and paper boxes weighing up to and at times exceeding 50 pounds in accordance with safe work practices.

## Exposure to a variety of conditions including wet, heat, cold, heavy dust, pollens and bio-hazards. Additionally, the working environment and equipment used exposes this position to loud noises, vibrations, mechanical and equipment hazards, pesticides, raw and treated sewage, fumes, solvents, diesel, chlorine and other chemicals and risks.

## The nature of the work may also require wearing self-contained breathing equipment, climb ladders and scaffolds, drive motorized vehicles and handle noise producing tools and equipment

**ADMINSTRATIVE RESPONSIBILITIES**

Directly responsible to the Regional Water Quality Control Board, State Water Resources Control Board, State Department of Public Health, Environmental Protection Agency, local health departments and the GCSD Board of Directors. Operation and maintenance of the collection system and wastewater treatment plant to meet the discharge permit requirements and to preserve the treatment facility in perpetuity.

Reviews and consults with project engineers on all engineering concepts, District consultation and connection plans for individual hookups.

Responsibly delegates authority and supervision over all plant functions. Monitors, develops and initiates changes in plant procedures and operations. Organizes and directs subordinate operating personnel. Conducts ongoing training of plant operators in all aspects of plant operations, equipment operation and reports to ensure plant operations in the event of the General Manager’s absence. Maintains effective communications and working relationships with employees.

Provides monthly reports to the California Regional Water Quality Control Board and other regulatory agencies as required. Responsible for daily log, laboratory and plant records.

Responsible for regulating use and maintenance of the collection system. Inspect all new sewer and lateral installations to be utilized within the District.

Controls expenditure of funds for collection system and treatment plant functions.

Responsible for employee Safety Program and for meeting OSHA requirements. Responsible for training and enforcing proper personal protective equipment (PPE) use and care when necessary.

Recommends ordinance and administrative changes; performs project studies and assists Board study committees.

**OPERATION AND MAINTENANCE RESPONSIBILITIES:**

1. Ability to operate, test and maintain the collection and treatment facilities to satisfy discharge permit.
2. Will be available for emergency response on a 24-hour basis unless response is covered by other certified personnel, on call operator of Grade II status.
3. Controls flow and processing of wastewater and sludge.
4. Monitors and analyzes meters, gauges, control reading and test results.
5. Operates and maintains pumps, gates, valves and electric motors to control and adjust flow and treatment processes.
6. Collects samples and performs laboratory tests for in-house controls and for discharge permit process monitoring requirements.
7. Inspection and maintenance of collection system and pump stations.
8. Pursues a program of continuing education to upgrade his/her certificate (correspondence course, etc.) to become a more valuable worker for the District.
9. And other duties as required.

## **ENTRY SOURCES**

## Grade II Operator, Lead Operator Grade II, Shift Foreman, or Lab Technician with Grade II Operator Certification; depending on individual qualifications and size and complexity of plant.