

**RESOLUTION NO. 68-2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA REVISING JOB DESCRIPTION FOR THE DEPUTY DIRECTOR OF PUBLIC WORKS – WASTEWATER**

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**WHEREAS**, the job description for the Deputy Director of Public Works – Wastewater has been revised via job analysis and reviewed by staff; and

**NOW, THEREFORE**, be it resolved by the City Council of the City of Pacifica that the job description attached is hereby revised and authorized.

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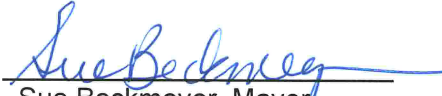
**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pacifica, California, held on October 25, 2021, by the following vote:

**AYES**, Councilmembers: Beckmeyer, Bier, Bigstyc, O'Neill, Vaterlaus.

**NOES**, Councilmembers: n/a.

**ABSENT**, Councilmembers: n/a.

**ABSTAIN**, Councilmembers: n/a.

  
Sue Beckmeyer, Mayor

ATTEST:

  
Sarah Coffey, City Clerk

APPROVED AS TO FORM:

  
Michelle Kenyon, City Attorney

**DEPUTY DIRECTOR OF PUBLIC WORKS – WASTEWATER****DEFINITION**

Under general direction of the Director of Public Works, the Deputy Director of Public Works - Wastewater plans, organizes and directs the activities of the Calera Creek Water Recycling Plant (Plant), the Collection System, and the storm water pump stations; works effectively in a team-based environment, carrying out management, technical, coaching, supervisory, project management, and administrative responsibilities.

**ESSENTIAL FUNCTION REQUIREMENTS**

- Plans, organizes and directs the activities necessary to ensure that the Plant, collection system and pump stations are working efficiently.
- Directs the Plant Manager and Collection System Superintendent in implementation of department objectives.
- Schedules, supervises and reviews the work of Wastewater Division staff. Prepares and monitors Division budget.

**EXAMPLE OF DUTIES**

- Ensures that the City's safety program requirements are implemented and carried out to maintain a safe work environment.
- Develops Capital Improvement Program for Wastewater facilities in coordination with Plant Manager, Collection System Superintendent, and Engineering Section of Public Works
- Works with the Project Engineer to develop and manage capital projects related to the Plant, collection system and storm water pump stations.
- Ensures the regular review and updating of standard operating procedures for all Division work
- Ensures the appropriate training of Division employees in the various aspects of their work.
- Ensures that an active preventative maintenance (PM) program is carried out for all wastewater assets and stormwater pumping facilities, including the use of a CMMS system to track PM.
- Oversees the preparation of reports required on monitoring of the Plant and collection system and the receiving waters as indicated in the Plant's National Pollutant Discharge Elimination System permit.
- Ensures all required permits from regulatory agencies, such as the Bay Area Air Quality Management District, State Water Resources Control Board, US Environmental Protection Agency and San Mateo Health Department, for Plant, collection system and pump stations are maintained current at all times.
- Ensures that near-misses and accidents or injuries are investigated and all necessary reports are completed.
- Prepares and presents reports to the City Council and members of the public, as required.
- Other duties as required.

## **EMPLOYMENT STANDARDS**

**Knowledge of:** State and Federal regulations relating to wastewater collection and treatment facility operations; principles and practices of sanitary sewer and wastewater treatment facility operations, general principles of laboratory operation and industrial waste management, long-term and strategic planning, municipal finance and budget systems, principles of economics, finance and civil engineering as applied to wastewater collection and treatment, principles of effective management and supervision, negotiating principles, contract administration, municipal/public administration; and coordination of staff and resources.

**Skill in:** Developing and implementing goals, objectives, policies, procedures; training, developing, evaluating staff; analyzing operating problems, evaluating alternative proposals and making sound conclusions; administering contracts, preparing clear, concise, and accurate reports, correspondences and oral presentations.

**Education and Experience:** Any combination equivalent to experience and education that could likely provide the required knowledge and experience would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Six years of experience in wastewater treatment and utility operations, including five years of management level experience. Experience in construction management of wastewater facilities highly desirable.

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering, chemistry or related field is desired.

## **LICENSES**

Must possess a valid California Class C driver's license and have a satisfactory driving record. Possession of a current Grade IV Wastewater Treatment Plant Operators Certificate as issued by the California State Water Resources Control Board.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*Essential duties entail the following representative physical demands and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.*

Must possess the mobility to work in a standard office setting, to inspect various City infrastructure sites, including climbing ladders and stairs, attending meetings; strength, stamina and mobility to perform heavy physical work, drive a motor vehicle and heavy construction equipment and to lift and move materials and equipment as necessary and in emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Will be required to work in both an office environment and outdoors, including working in inclement weather and emergency situations. Must be willing to work evenings and weekends, and respond off-hours to various emergency situations. May work in an environment where exposed to machinery, chemicals, uneven surfaces, noise, vibration, and confined spaces.

The employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

Effective Date: July 1, 2016

Status: Exempt – At Will

Bargaining Unit: Unrepresented

Revised Date: October 18, 2021

Resolution:

Approved Date:

Former Titles:

Abolished: