

# RODEO SANITARY DISTRICT POLICY MANUAL

**POLICY TITLE:                   JOB DESCRIPTION - DISTRICT MANAGER**  
**POLICY NUMBER:               2180**

## 2180.1           DEFINITION

The District Manager, under the general direction of the Board of Directors, plans, organizes, and directs the administrative and financial programs and policies of the District. The District Manager gives full supervision and technical guidance to District personnel, and performs other related duties. The District Manager is the representative of the District that works with the local, county, state and federal agencies by which the District is monitored and permitted.

## 2180.2           EXAMPLES OF DUTIES

The District Manager will have direct input of any significant operational changes that may be required. Other duties include the collection, organization, analysis, and reporting of data relating to District operations, including budget preparation, personnel administration, capital outlay planning, and other operations of a District wide concern. Meets and confers with District personnel to ensure understanding of and adherence to administrative policies, prepares personnel organization, makes recommendations in connection with studies, surveys, and other research areas, represents the Board before public groups, prepares policy statements for review, organizes or assists in the preparation of reports to the Board. Is in charge of the permitting process and related functions. Interviews and evaluates prospective personnel and recommends their hiring to the Board. The District Manager also keeps the Board of Directors informed of potential financial impacts related to the wastewater field. Budget preparation for the following categories is required: (1) Facilities Rehabilitation, (2) Operations and Maintenance, and (3) Capital Outlay.

## 2180.3           REQUIRED QUALIFICATIONS

At least five years in public agency management, including financial, technical, and personnel management, for an agency with 20 employees or greater. Experience managing facilities that provide wastewater treatment and collection services to a community of 10,000 or greater is strongly desired.

Possession of a valid Grade IV Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board. This requirement may be waived if the District has a lead operator on staff with a valid Grade IV Wastewater Treatment Operator Certificate.

A valid California Driver's License of the required category and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and

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conditions of the District's insurance program are conditions of employment.

A valid Professional Engineers License as issued by the California Board for Professional Engineers and Land Surveyors is desired but not required.

Equivalent to a bachelor's degree from an accredited college or university with major work in environmental engineering or a closely related field, or at least ten years with hands on experience in wastewater and/or collection system maintenance and management.

Knowledge of:

- Engineering principles, methods, and practices as applied to the design, operation and maintenance of a wide variety of wastewater treatment processes.
- Water chemistry, sanitary engineering microbiology, sedimentation theory, laboratory analyses of water and wastewater, and instrumentation and computer applications common to a modern water pollution control facility.
- Fundamentals of applied research.
- Standard specifications and building codes.
- Principles of training and supervision.
- Modern integrated computer maintenance management systems.
- Modern management and leadership skills and practices.
- Local, state, and federal regulations and laws governing the management, construction, operation, safety, and maintenance of a sanitary district.
- The fundamentals of municipal finance, budgeting, and accounting.
- Materials, processes, and equipment involved in the construction of sewage systems, treatment and disposal facilities, and related appurtenances.
- Knowledge of wastewater treatment and collection system.
- Good organization and office procedures.
- Demonstrated communication and management skills.

Ability to:

- On a continuous basis identify and analyze operating/maintenance problems,

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interpret drawings, know operation and maintenance techniques, observe activities, problem solve personnel problems, remember regulations, understand processes, and explain data, policies and procedures and take appropriate action.

- Sit at desk and in meetings for long periods of time on a continuous basis. Intermittently walk and climb stairs to tour plant, bend and squat to observe jobs, perform simple grasping, pushing and pulling, and fine manipulation; and lift or carry weight of 25 pounds or less; and for confined space entry, lift or carry weight of 50 pounds or less.
- Plan, organize, and coordinate the work activities of a group of professional, technical and nontechnical employees.
- Apply engineering principles and techniques in the solution of difficult and complex engineering problems.
- Evaluate the results of laboratory experiments and studies.
- Deal with personnel budget and other matters relating to the administrative supervision of plant operations and maintenance.
- Review the economic feasibility of various operational alternatives and their effectiveness to the overall plant objectives.
- Prepare correspondence and technical reports which are complete, clear, and concise.
- Intermittently analyze proposals, plans, and positions of staff or consultants; identify problems and opportunities; interpret communication from the Board and staff; problem solve as the need arises; and explain issues to the Board and staff.
- Understand and analyze financial and accounting statements; oversee budget preparation.
- Oversee labor relations and labor contract issues.
- Communicate effectively with the Board, public, peers, stakeholders, and regulators.

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