



CITY OF PACIFICA ASSISTANT COLLECTIONS SYSTEM MANAGER

DEFINITION

Under general direction, assist with planning, organizing and supervising the operation, maintenance and repair of the City's wastewater collections system, supervises, and coordinates assigned City wide programs and operations activities with other departments, divisions and outside agencies. Act as the Collections System Manager as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management class with major responsibilities for the City's utilities and wastewater treatment program, that requires significant independence, initiative, and discretion within established guidelines. This position assists in the strategic planning, organization, and management across multiple operational units.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Collections System Manager or designee. Exercise general and direct supervision over supervisory, professional, technical and administrative support staff through subordinate levels of supervision.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, organize, administer, review and evaluate the work of technical and operational and maintenance staff directly and through subordinate levels of supervision.
- Administer the maintenance program at the treatment plant
- Monitor operations to ensure that operating procedures are followed.
- Carry out division goals, objectives, work plans, reports, policies and procedures.
- Coordinate with City departments and State agencies to assure compliance with various regulations, industry standards, City policies, procedures and goals.
- Act as the Designated Operator-In-Charge as assigned in the absence of the Plant Manager
- May act as the Chief Plant Operator for the Calera Creek Water Recycling Plant with current Grade IV Wastewater Treatment Plant Operators Certificate issued by the California State Water Resources Control Board.
- Assist with regulatory agency reporting.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Conduct operational studies and special projects; gather information, evaluate alternatives, prepare and present reports and recommendations.
- Recommend and enforce safety measures and programs and ensure that assigned staff, consultants and contract employees conduct work safely in accordance with established procedures.
- Prepare requests for proposals for vendor, engineering, contractor and maintenance services; negotiate and administer contracts and authorized payments for services.
- Control the requisition of supplies, materials and equipment.
- Serve as the City's alternate representative with all regulatory agencies, including the Regional Water Quality Control Board, the Air Quality Control Board and the State water Quality Control Board as needed.
- Serve as a Disaster Service Worker, as required.
- Perform related duties and responsibilities as required and other duties as assigned.

QUALIFICATIONS

Knowledge of

- Applicable State, Federal and local laws, regulations, and policies as they relate to assigned area of responsibility.
- Methods, practices, standards and specifications for compliance to industry regulations.
- Safety regulations and practices pertaining to work performed.

- Principles and practices of industrial facilities and equipment, maintenance and repair.
- General principles of laboratory operation and industrial waste management.
- Principles of design, construction and maintenance of industrial facilities, and servicing requirements of plant machinery and equipment, including SCADA systems.
- Industrial operations including primary, secondary, and treatment processes; activated sludge systems; equipment maintenance; laboratory procedures, including instrumental analysis.
- Effective supervisory techniques.
- Environmentally responsible and resource-efficient public utilities maintenance techniques.
- Professional level writing techniques, including proper grammar, spelling, vocabulary, and punctuation.

Skill/Ability

- Supervise plant operations
- Interpret and apply technical standards, procedures, regulations, and City policies and procedures.
- Analyze problems, evaluate alternatives, and recommend methods, procedures and techniques for resolution of issues.
- Recognize inefficient wastewater facility operations and develop effective programs to assure an efficient operation that is in accordance with all State and Federal requirements, with other employees, contractors and the general public.
- Interpret technical instructions and analyze complex variables.
- Assess and prioritize multiple tasks, projects and demands.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Manage and advance multiple priorities, including large and complex projects, concurrently, on-time, and within budget.
- Operate modern office equipment, including computer equipment and software programs relevant to the work performed and have good knowledge of facility maintenance software programs.
- Plan, organize, direct, and review the work of professional, sub-professional, and contract personnel.
- Effectively supervise, train, motivate and evaluate assigned personnel.
- Work independently and in a team setting.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Direct and conduct work in a safe manner following industry best practices and the City's safety practices and procedures.
- Occasional evening and weekend work, and respond off-hours to various emergency situations.
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Education and Training

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

Experience

Four (4) years of increasingly responsible experience in the maintenance/operation of a wastewater treatment plant, preferably including supervisory experience.

Training

Equivalent to an Associate of Arts Degree from an accredited college or university with major course work in Electronics, Instrumentation, Biology, Environmental Science, Civil Engineering, Mechanical Engineering or related field.

Certification

Possession and maintenance of a Grade IV Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association. .

License

Possession and maintenance of a California Class C driver's license and have a satisfactory driving record. A Class B license issued by the State of California with endorsements is desired.

ADDITIONAL INFORMATION:

Physical Skills

Able to use standard office and plant equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs; lift and carry up to 25 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors and/or symbols; able to read printed materials and a computer screen; able to communicate effectively with others; smell to distinguish odors.

Working Environment

Mobility to work in a typical office setting or WWTP environment; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, odors, mechanical hazards, electrical hazards, explosive hazards, and bio-hazards.

Work schedule may include storm coverage and occasional irregular hours. The work schedule will include the need for irregular after hours work as part of the normal job duties, including 24x7 availability for response to emergencies. Serve as a Disaster Service Worker.

Job Title:	Assistant Collections Systems Manager
Reports To:	WWTP Collections Systems Manager
Job Type:	Full-time (40 hours per week / 2080 hours per year)
FLSA Status:	Exempt
Bargaining Unit:	Teamsters Mgmt Local 350 (MGMT 350)
Adopted:	05/27/2025
