



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Caroline H. Krewson

**SUBJECT:** AMENDMENT TO THE CITY  
PAY PLAN

**DATE:** February 16, 2018

Approved

Date

2-21-18

## RECOMMENDATION

Adopt a resolution to amend the City of San José Pay Plan effective March 11, 2018, to retitle the Wastewater Facility Manager (3615) (formerly Wastewater Facility Operations Manager) classification with an annual pay range of approximately \$98,909.04 - \$151,068.99.

## OUTCOME

If the above recommendation is approved, the City of San José Pay Plan will be amended to retitle the current Wastewater Facility Operations Manager (3615) classification to Wastewater Facility Manager (3615).

## BACKGROUND

When new job classifications are added or deleted, job titles are changed, or salaries are revised, the City of San José Pay Plan must be amended by Council resolution. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution, are on file in the Human Resources Department, and published on the City's Internet and Intranet sites.

## ANALYSIS

The Human Resources Department worked with the Environmental Services Department to retitle the Wastewater Facility Manager classification to better describe the existing responsibilities in the oversight and management of the Regional Wastewater Facility (Facility) Maintenance Division.

- a. Wastewater Facility Manager (formerly Wastewater Facility Operations Manager)  
– with an annual pay range of approximately \$98,909.04 - \$151,068.99: This classification is responsible for the planning, organizing, directing, and coordinating the Operations or Maintenance Divisions at the San José-Santa Clara Facility, assisting executive and senior management in the formulation and implementation of department policies and procedures, and ensuring compliance with the requirements of the California State Water Resources Control Board. There is no proposed salary change for this classification.

### **EVALUATION AND FOLLOW-UP**

No additional City Council action is expected following the adoption of the proposed resolution. Revisions to the Pay Plan are reported to the Civil Service Commission at the first regularly scheduled meeting following Council action.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the March 6, 2018, City Council Agenda.

### **COORDINATION**

This memorandum was coordinated with the City Manager's Budget Office, Office of Employee Relations, the City Attorney's Office, and the Environmental Services Department.

### **COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input is associated with this action.

### **COST SUMMARY/IMPLICATIONS**

The Environmental Services Department currently has a vacant 1.0 Division Manager position to oversee the management of the Regional Wastewater Facility in the Maintenance Division. Over the past several years, this position has been challenging to fill. For the most recent recruitment, the Environmental Services Department used an executive recruiting firm to conduct the recruitment; however, the recruitment was unsuccessful and the number of qualified applicants were very limited. With the recommended amendment to the City's pay plan, the Environmental Services Department will reorganize some of the Division Manager duties on an interim basis, requiring the maintenance management of the Facility to be shared between a Deputy Director position and a Wastewater Facility Manager. Accordingly, the Administration will delete the

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Division Manager position and add a Wastewater Facility Manager position. The salary range for the Wastewater Facility Manager classification (\$98,909.04 - \$151,068.99) is approximately 4% below the Division Manager classification salary range (\$103,221.47 - \$157,656.95).

**CEQA**

Not a Project, File No. PP17-010, City Organizational & Administrative Activities resulting in no changes to the physical environment. (Human Resources)

/s/

CAROLINE H. KREWSON

Director, Human Resources

For questions please contact Aracely Rodriguez, Employment Division Manager at (408) 975-1411.

Attachment:

Wastewater Facility Manager Class Specification

City of San José  
**CLASS SPECIFICATION**

**Title: Wastewater Facility Manager (3615)**

| DEPARTMENT             | ACCOUNTABLE TO  | FLSA STATUS |
|------------------------|-----------------|-------------|
| Environmental Services | Deputy Director | Exempt      |

**CLASS SUMMARY**

The Wastewater Facility Manager is responsible for the planning, organizing, directing, and coordinating the Operations or Maintenance division at the San José-Santa Clara Regional Wastewater Facility (Facility), assisting executive and senior management in the formulation and implementation of department policies and procedures, and ensuring compliance with the requirements of the California State Water Resources Control Board. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a management level classification responsible for overseeing and directing activities of the Operations or Maintenance division of the Facility, including day-to-day operations, maintenance and repair, and field operations functions. If assigned to the Operations Division, serves as Chief Plant Operator for the Facility. Responsibilities include coordinating the activities of the assigned division with those of other divisions and managing and accomplishing the complex and varied functions of the division. The incumbent is accountable for accomplishing divisional planning and operational goals and objectives and for furthering Facility goals and objectives within general policy guidelines. The Wastewater Facility Manager is distinguished from the higher level Deputy Director which has responsibility for the management and oversight of daily operations, programs and services for multiple divisions within a department and may serve as Department Director in their absence. The Wastewater Facility Manager is distinguished from Wastewater Operations Superintendents/Wastewater Maintenance Superintendents in that the former has overall management responsibility for the assigned division and the latter have supervisory responsibilities for specific operations or maintenance sections, CIP management, and/or the development of training programs.

**QUALIFICATIONS**

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

**Minimum Qualifications**

**Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) and six (6) years of increasingly responsible directly related experience with operations, or maintenance, construction, and repair at a wastewater treatment plant or similar large industrial facility, including three (3) years of supervisory experience.

**Required Licensing (such as driver's license, certifications, etc.)**

- If assigned to the Operations Division: Possession of a valid California State Water Resources Control Board (SWRCB) Grade V Wastewater Treatment Operator Certification.
- Possession of a valid driver's license authorizing operation of a motor vehicle in California. As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

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**Other Qualifications**

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

**Basic Competencies**

(Needed at entry into the job to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable profession/technical principles and practices, Citywide and departmental procedure/policies and federal, state and local rules and regulations, including:

Knowledge of:

- Rules and regulations of the California State Water Resources Control Board as it relates to the operation and maintenance of a wastewater treatment facility.
- Operations, maintenance, and related issues of large complex wastewater facilities/systems or similar large industrial facility.
- Safety practices and procedures involved in an industrial facility.

Experience with:

- Operations and issues in similar complex facilities/systems of a large wastewater facility.
  - Operations and troubleshooting of wastewater treatment processes, particularly biological process including activated sludge, nutrient removal, and anaerobic digestion.
  - Operation of mechanical, electrical, pneumatic, and other equipment of a large wastewater treatment facility.
  - Methods, tools, and equipment used in physical, biological and chemical treatment of wastewater.
  - Development and implementation of maintenance programs, mechanical/facility capital improvement programs, and asset management programs.
  - Development, review and approval of technical plan documents and performance data.
  - Employee supervision and performance management including hiring, training, developing, coaching, mentoring, and disciplining.
- Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
  - Creativity – Addresses objectives and problems while questioning traditional assumptions/solutions to generate creative ideas and new ways of doing business; exhibits creativity and innovation when contributing to organizational and individual objectives; seeks out opportunities to improve, streamline, reinvent work processes.
  - Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
  - Leadership – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, encourages and rewards risk-taking, allowing others to learn from mistakes; provides motivational supports and direction.

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- Management – Evaluates priorities to ensure the ‘true’ top priorities are handled satisfactorily; sets clear goals for employees and the work unit.
- Political Skill - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills, and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

A Bachelor's degree from an accredited college or university in Environmental Studies, Biology, Civil Engineering, Mechanical Engineering, Electrical Engineering, Chemical Engineering, or other field appropriate to the assigned Division.

If assigned to the Maintenance Division:

- Possession of specialized certification such as: Plant Mechanical Technologist Grade II – IV from California Water Environment Association (CWEA), Backflow preventer installation and maintenance, Welding, Confined Space Entry, Power Plant, Hazardous Material Handling, etc.
- Completion of technical trade school in the field of mechanics.
- Completion of Leadership and/or Management coursework or training, including completion of the CWEA Manage for Success and/or Utilities Management course.

Knowledge and experience with:

- Current and trending developments in wastewater treatment.
- Planning and directing an advanced Operations or Maintenance program.
- Developing and implementing sound fiscal operations and personnel policies and procedures.
- Developing and administering comprehensive capital improvement programs.

| <b>DUTY NO.</b> | <b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>         | <b>FREQUENCY*</b>   |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1.              | Ensure compliance with discharge permits, federal and state laws, rules and regulations and local codes and standards. Conduct investigation of spills, toxic gas leaks and other critical incidents and recommends/implements corrective action as warranted. | Daily/Several Times |
| 2.              | Plan, implement, and evaluate division programs.                                                                                                                                                                                                               | Daily/Several Times |
| 3.              | Participate in rehabilitation and facility upgrade programs.                                                                                                                                                                                                   | Daily/Several Times |
| 4.              | Participate in and advise on the development of department policy.                                                                                                                                                                                             | Daily/Several Times |
| 5.              | Manage 24/7 coverage with qualified staffing to ensure continuous facility operations.                                                                                                                                                                         | Daily/Several Times |
| 6.              | Monitor changes in laws, regulations and technology that may affect division operations; implement policy and procedural changes as required.                                                                                                                  | Daily               |
| 7.              | Prepare and implement division work plans, capital improvement, and/or operations budgets.                                                                                                                                                                     | Daily               |
| 8.              | Direct allocation of funds, negotiate contracts and agreements.                                                                                                                                                                                                | Daily               |

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| <b>DUTY NO.</b> | <b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | <b>FREQUENCY*</b> |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 9.              | Develop and implement departmental goals, objectives, and guidelines.                                                                                                                                                                                  | Daily             |
| 10.             | Develop and implement workforce succession planning and performance management strategies.                                                                                                                                                             | Daily             |
| 11.             | Present reports and information to City Council, boards, committees, other divisions or departments, and regulatory agencies                                                                                                                           | As Required       |
| 12.             | Perform other related duties as required.                                                                                                                                                                                                              | As Required       |

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces; turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Operate a motor vehicle and visit various City sites;
- Inspect work or condition assessments in confined spaces, and may require climb/descend ladders;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspace, chemical, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** Created 3/15, Rev & Ret 02/18; s002