

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

04-25-24

PRINCIPAL CLEAN WATER MANAGER, 4129

Summary of Duties: Plans, organizes, directs, and coordinates the work of a wide range of classifications in wastewater, water reclamation, stormwater, or industrial pretreatment activities for a division within the Bureau of Sanitation; establishes policies and procedures for all aspects of wastewater, water reclamation, stormwater operations, or industrial pretreatment program operations; plans, coordinates, directs, and reviews process control activities, instrumentation, electrical, and mechanical operation, maintenance, and repair activities of wastewater, water reclamation, or stormwater systems to ensure compliance with legally mandated regulations and permit requirements; applies management standards and techniques in building and maintaining an effective work group, including personnel safety and training; fulfills equal employment opportunity responsibilities; and does related work.

Class Characteristics: Incumbents of this classification serve as the head of a division involved in wastewater, water reclamation, stormwater, or industrial pretreatment activities in the Bureau of Sanitation, or as an assistant head at the Hyperion Water Reclamation Plant (HWRP). A Principal Clean Water Manager is primarily responsible for overall management of a division, or the operations section or maintenance section within HWRP, and directs activities primarily through subordinate supervisors. A Principal Clean Water Manager's responsibilities include: management and evaluation of overall system performance; development of policies and procedures governing safe work practices, operations, and maintenance; management of activities in order to maintain regulatory and legal compliance; management of staff resources in order to perform work; establishment of practices to ensure the maximum utilization of resources; and the development and oversight of divisional budgets and expenditures. An employee in this classification typically reports to an Assistant Director and is responsible for a significant number of employees.

Incumbents of this classification are responsible for the performance of the full range of supervisory activities, including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Examples of Duties:

- Plans, directs, and coordinates the work of a wide range of classifications involved in wastewater, water reclamation, stormwater, or industrial pretreatment program activities;
- Reviews proposals for changes, additions, or alterations to wastewater, water reclamation, stormwater facilities, or industrial pretreatment program operations and makes recommendations on their feasibility to executive management;
- Implements measures and monitors activities to ensure regulatory compliance;
- Consults with engineering staff and consultants on equipment and materials for the modification of existing facilities and new construction;
- Issues directives and policy statements concerning wastewater, water reclamation, stormwater, or industrial pretreatment program activities;
- Studies developments in wastewater, water reclamation, stormwater facilities, or industrial pretreatment program operations and equipment, and makes recommendations for incorporating changes;
- Establishes technical and non-technical training programs, including emergency preparedness and safety training programs;
- Implements safety protocols and safety trainings mandated by local, state, and federal government agencies;
- Coordinates City-wide mandatory trainings for Bureau of Sanitation employees;
- Oversees and directs system studies;
- Oversees the allocation of resources;
- Manages records management and legal reporting activities;
- Implements cost control measures for efficient operations;
- Manages and oversees the division operating budget;
- Confers with federal, state, and local officials on regulatory matters concerning the wastewater, water reclamation, stormwater treatment, or industrial pretreatment program;
- Interfaces with Cal OSHA and the Department of Toxic Substance Control;
- Investigates public complaints in exceptional cases;
- Reports on Bureau of Sanitation's safety and training programs before the Board of Public Works;
- Fulfills supervisory equal employment opportunity responsibilities set forth in the City's Equal Employment Opportunity Program, including communicating equal employment information to employees;
- May make presentations to the Board of Public Works on program activities within the division;
- May attend public meetings to explain the purpose and activities of wastewater, water reclamation, stormwater systems, or industrial pretreatment programs;
- May coordinate design and construction activities with the Public Works, Bureau of Engineering;
- May administer, review, and analyze data of legal concerns to minimize risk exposure; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Minimum Requirement:

Two years of full-time paid experience with the City of Los Angeles, Bureau of Sanitation Clean Water Programs as a Shift Superintendent Wastewater Treatment, Chief Environmental Compliance Inspector, or in a class at that level overseeing second-level supervision of staff performing duties associated with wastewater conveyance, pretreatment, wastewater treatment, stormwater management, and water recycling.

Probation:

Appointment to a position in this classification is subject to a one-year probationary period under the provisions of Civil Service Rule 5.26 and Charter Section 1011.

Limited Seniority:

In accordance with Civil Service Rule 4.10, seniority credit at the rate of 0.10 of a point for each year of service in those City classifications which provide qualifying experience will be accrued for this classification. A maximum of one point will be added to the score of the candidates on the civil service examination.

License: A valid California driver's license may be required for some positions.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good hearing and speaking ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.