

Central Marin Sanitation Agency  
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## **TECHNICAL SERVICES MANAGER**

### **SUMMARY**

Under direction from the General Manager, manages the day-to-day operations of the Technical Services Department; manages the Agency's Capital Improvement Program, and various engineering and asset management projects and programs from evaluation through design and construction; serves as Agency Engineer when working with internal and external stakeholders; oversees the function and activities of the Agency's environmental laboratory; manages the Agency's pretreatment and pollution prevention programs, and source control contract services; advises on wastewater process control issues; provides engineering and technical advice and support to Agency staff; and performs other duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to the following:

#### **Management**

- Manages day-to-day operation of the Technical Services Department, including supervision of subordinate employees, and development and management of the operating budgets.
- Schedules, evaluates, coaches, and trains employees on professional standards and Agency policies and procedures.
- As requested by the General Manager, makes presentations to the Board of Commissioners and other stakeholder groups.
- Seeks opportunities to obtain grant funding for Agency projects, monitors state and local agencies for issues that could affect capital projects, environmental compliance, and Agency planning.
- Coordinates activities of the laboratory and environmental compliance programs with internal and external stakeholders.
- Advises on wastewater process control matters to evaluate and improve operational efficiency.
- Manages procurement contract administration to ensure Agency procedures for issuing and managing contracts are uniformly applied.
- Prepares effective technical, statistical, written and narrative reports and correspondence; ensures proper maintenance of records. Provides QA/QC review of documents prepared for or by other departments.
- Responds to stakeholder complaints and proactively assists in solving problems related to Agency projects and programs.
- Serves as the acting General Manager, as requested by the General Manager, or by the Board Chair in the absence of the General Manager.

#### **Engineering**

- Develops, monitors, and manages the Agency's 10-Year Capital Improvement Program.
- Acts as Agency Engineer, representing CMSA's interests in meetings with a variety of stakeholders, including developing, awarding, and administering cooperative multi-agency contracts or projects.
- Manages the design and construction of capital improvement projects and other Agency projects.
- Oversees and implements processes for selecting consultants to assist the Agency in studies, design, and construction related services.
- Collaborates with stakeholders to plan, design, and expand the Agency's recycled water system.

- Serves as project manager and/or construction manager for technical studies and capital improvement projects from planning to completion of construction including preparation of cost estimates.
- Analyzes and researches new technologies, products, equipment, codes, and regulations. Confers with vendors and consultants regarding systems and technologies, and recommends improvements to facilities, equipment, and operational procedures.
- Participates in the Agency's asset management program and provides support services as requested.

### **Environmental Services**

- Manages and coordinates the Agency's laboratory and environmental compliance programs, ensuring that regulatory reporting and compliance requirements are met.
- Administers service contracts with local public agencies for pollution prevention, mercury source control, and Fats, Oils, and Grease (FOG) source control programs, and stormwater enforcement.
- Directs all aspects of the Agency's environmental compliance program including industrial waste inspections, permitting, and enforcement of requirements.
- Manages the biosolids land application and landfill monitoring, reporting, and compliance programs.
- Coordinates the below- and above-ground storage tank environmental compliance programs for gasoline and diesel fuel.
- Coordinates the Agency's plan review process for improvements to restaurants, industrial facilities, and auto related industries to determine compliance with Agency regulations.

### **SUPERVISORY RESPONSIBILITIES**

Supervises subordinate Technical Services Department staff. Carries out management responsibilities in accordance with Agency policies and procedures, as well as and applicable labor, regulatory and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees; planning and assigning staff coverage and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; evaluating employee performance; disciplining employees; investigating, addressing, and resolving personnel complaints and related problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education and/or Experience**

Equivalent of a Bachelor's degree (B.S.) from four-year ABET-accredited college with major coursework in Civil, Mechanical, Environmental, or Sanitary Engineering. Graduate degree in Environmental/Civil Engineering desirable. Minimum of five years of professional level engineering experience in a water, wastewater, or environmental related setting at the senior engineering level is preferred.

#### **Interpersonal Skills**

Ability to work cohesively in a team setting; ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

#### **Language Skills**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports, correspondence, and procedures. Ability

to effectively present information in a variety of settings, and respond to questions from staff, other department managers, customers, the public, contractors, consultants, and technical representatives.

### **Mathematical Skills**

Ability to carry out complex Civil and/or Environmental Engineering calculations involving advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations, geometry and trigonometry, frequency distributions, and determination of test reliability and validity.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical information in mathematical or diagram form and deal with a variety of abstract and concrete variables; to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; ability to deal with verbal and nonverbal symbolism such as formulas and graphs.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be registered as a Professional Engineer in the State of California. Failure to maintain this registration may result in loss of employment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear in person, on the telephone, or on the radio. The employee is frequently required to walk, to use hands to finger, handle, or feel, and to sit. The employee is occasionally required to stand, to reach with hands and arms, to climb or balance, and to stoop, kneel, crouch, or crawl.

The employee must lift and/or move up to 25 pounds above the head, and up to 50 pounds to waist height. Specific vision ability required by this job includes the ability to see clearly at 20 inches or less, at 20 feet or more, to judge distances and spatial relationships to see objects where and as they actually are, and to adjust the eye to bring an object into sharp focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

### **WORK ENVIRONMENT**

While performing the essential functions of this job, the employee is occasionally exposed to wet and/or humid conditions, outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, the risk of electrical shock, or to vibration. The noise level in the work environment is usually moderate, with occasional exposure to loud equipment.

### **SPECIAL REQUIREMENTS**

There are no special requirements for this job.

### **RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

**Job Title:** Technical Services Manager  
**Department:** Technical Services  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Revision Date:** January 2018