

**City of San José**  
**CLASS SPECIFICATION**

**Title: Wastewater Facility Deputy Director (U) (3626)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Environmental Services	Environmental Services Department Director	Exempt

**CLASS SUMMARY**

Under administrative direction, performs work of considerable difficulty planning, organizing, and directing the San José/Santa Clara Regional Wastewater Facility (Facility) operations and services. Ensures that all departmental policies, procedures, programs, and operating functions are carried out efficiently and effectively. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This position reports directly to the Environmental Services Department Director. An incumbent is deputized to act on behalf of the Department Director and is responsible for executing the daily operations and maintenance of the Facility. The Wastewater Facility Deputy Director is distinguished from the next lower classification of Division Manager in that the Wastewater Facility Deputy Director is responsible for the management of the divisions within the Facility. This classification is also distinguished from the Environmental Services Department Director, in that the latter classification has full management responsibility for the entirety of the Environmental Services Department.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Bachelor's degree in a closely related field AND six (6) years of experience in a senior management role at a wastewater facility OR high-level consultant experience in the wastewater industry, of which three (3) years include managing full-time employees at a large facility.

**Acceptable Substitution**

Ten (10) or more years in a senior management role at a major industrial facility, of which three (3) years include managing full-time employees at a large facility can be substituted for the six (6) years of experience in a senior management role at a wastewater facility or high level consultant experience in the wastewater industry.

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

Possession of a valid State of California's driver license.

**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 in order to perform the essential duties.)**

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- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.  
Knowledge of:
  - various environmental health and safety regulations related to industrial/wastewater operations;
  - operations and maintenance of an industrial/wastewater facility;
  - proven ability to manage effectively within budget constraints; ensure all financial transactions are appropriate;
  - day to day operational requirements in an active industrial environment; and
  - unique management protocols for a variety of trades and office personnel.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Fiscal Management – Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Creativity - Addresses objectives and problems while questioning traditional assumptions/solutions in order 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.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Management - Evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- 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, allowing others to learn from mistakes; provides motivational supports and direction.
- Vision/Strategic Thinking - Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.
- Political Skill – In taking action, demonstrates an understanding and consideration of

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how it will impact stakeholders and affected areas in the organization.

<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.	Participates in and advises the Environmental Services Department Director in the planning and organizing of the Facility operations and maintenance.	Daily
2.	Provides direct supervision over major divisions within the Facility.	Daily
3.	Directs and performs special projects and strategic planning programs that impact departmental operations.	Daily
4.	Plans, directs, counsels, provides guidelines, and reviews accomplishments of the Facility and its divisions as steps towards achievement of departmental goals and objectives.	Daily
5.	Exercises overall daily control of administrative services, operations, and maintenance of the Facility.	Daily
6.	Directs and participates in the preparation, implementation, and control of the Facility's operating and capital budgets.	Daily
7.	Coordinates activities between Facility divisions to ensure efficiency and effectiveness of the Facility's operations.	Daily
8.	Directs and controls personnel related matters that impact the department's ability to hire, discipline, evaluate, and terminate Facility employees.	Weekly
9.	Ensure compliance with NPDES, BAAQMD, EPA, Stormwater, Cal-OSHA and all associated Environmental, Health and Safety mandates	Daily
10.	Successful collaboration with the City of Santa Clara and Tributary Agencies.	Daily
11.	Represents the Environmental Services Department Director in a variety of interdepartmental, intergovernmental, and community matters and assumes responsibility for the department's operations in the absence of the Director.	As Required
12.	Collaborate with multiple departments and divisions outside of the Facility to ensure the Wastewater Facility operates safely and effectively.	As Required
13.	Ensure protection and improvement of natural habitat throughout the 2,600 acre site.	As Required
14.	Performs other related work as required.	As Required

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

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**PHYSICAL/ENVIRONMENTAL ELEMENTS**

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

At this large industrial facility, must be able to routinely travel and maneuver throughout the complex 2,600 acre site.

In the 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;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers and the public.

**CLASSIFICATION HISTORY** *Created 05/23*