

Matrix		
Duty	CPO	NEW
Designated as Chief Plant Operator pursuant to regulation (Section 3671(h), Title 23, California Code of Regulations)	X	
Provide work direction and scheduling for wastewater operations staff; makes visual inspections of plant operations, insuring that operational problems have been located and corrected	X	X
Evaluates work methods, procedures, staff and equipment and recommends improvements, procedures, methods to improve efficiency and process capabilities	X	X
Plans, schedules and implements required routine, preventive and emergency maintenance and repairs	X	X
Maintains operations records and inspection and logs; updates information for reports; analyzes records and reports to optimize efficiency and effectiveness	X	X
Prepares and submits reports to Federal, State, County and local agencies	X	X
Requisitions and maintains an inventory of all equipment and supplies necessary to carry out wastewater operations	X	X
Assists with employee evaluations and hiring process; provides on-the-job training for less experienced personnel	X	X
Identifies, develops and conducts proper safety and prevention trainings and programs	X	X
Maximize process, efficiency, operations, service and quality; and other related duties as assigned	X	X
Responsible for in-house laboratory activities and coordinates and sends out a variety of samples for laboratory tests to comply with appropriate regulatory requirements and to ensure water quality	X	
Assist with the preparation of annual budget and estimates of future district wastewater needs; consults with engineering, health, environmental, suppliers, and others on changes in operations	X	X
Attend meetings with the State Water Resources Control Board, Regional Water Quality Board, Santa Ana Watershed Project Authority and other agencies	X	X
Maintain compliance with the Air Quality Management District (AQMD), California Environmental Reporting System (CERS), Riverside County Department of Environmental Health, OSHA	X	X

Works with other city department heads to develop, implement, and maintain a Wastewater Master Plan; accounts for future development and associated conveyance and process changes		X
Develop and prioritize a Capital Improvement Program for the Lift Stations, Collections system, Wastewater Treatment Plant, and Title 22 Recycled water facilities		X
Designated as the Legally Responsible Official (LRO) in the California Integrated Water Quality System (CIWQS) for the Sanitary Sewer System		X
Oversees the Line Maintenance Supervisor and the collection system, including lift stations, force mains, gravity lines, and conveyance		X
Works to develop, implement, and maintain a Sewer System Management Plan (SSMP) per State regulations.		X
Oversees the Environmental Compliance Manager and the source control program including inspections, violation assessments and reporting		X
Oversees the Recycled Water Division including the production, storage and distribution of Title 22 water		X
Represents the City on the Basin Monitoring Task Force, the Emerging Constituents Task Force, and Maximum Benefit programs		X
Oversees the operation and maintenance of the Brine Line		X
Oversees the Laboratory Division, management, contracts for service and consultants.		X
Monitors changes in laws, regulations, and technology that may affect utility operations; and implements policy and procedural changes as required		X
Provides technical advice to the City's management and the City Council in areas of expertise		X
Confers with and represents the utility department and the City in meetings with members of the City Council, various governmental agencies, developers, contractors, business, and industrial groups and the public.		X