



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Director of Plant Operations and Facilities Maintenance
DEPARTMENT:	Operations
EMPLOYER:	Vallejo Sanitation and Flood Control District 450 Ryder Street, Vallejo, California 94590
DATE PREPARED:	1/15/2004
WORK SCHEDULE/HOURS:	9-80 work schedule, 4-5 days per week, 8-9 hours per shift.
EMPLOYEE:	
D/I:	
CLAIM NUMBER:	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

Job Functions

Overview:

This is a management position. Duties include overseeing and coordinating two departments, supervising employees and providing leadership. The employee completes reports, evaluates employees, coordinates day to day activities, as needed completes field investigations, attends and coordinates meetings, plans, directs and oversees the department, completes a variety of activities including budgeting, completing reports, determines priorities, provides long range planning for departments, approves purchasing, acts as an emergency coordinator for Plant Operations, communicates with agencies and the engineering personnel on design issues and maintenance activities in the Plant and pump stations, reviews studies, evaluates personnel, implements method improvements, performs record keeping activities, etc.

Marginal Duties:

- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, dialing the desired telephone numbers and pressing a button to activate the fax.

Essential Functions:

- The employee utilizes a computer keyboard, mouse, and views a monitor to enter/retrieve information including e-mail correspondence, completing reports, memos, letters etc.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee visits field sites to perform inspections that are considered complex.

- The employee operates a district vehicle or an electric cart to travel to and from plant sites or field sites. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat.
- The employee attends meetings and as needed makes presentations.

Minimum Qualifications

EDUCATION & EXPERIENCE

- Graduation from High School or equivalent. A B.S or B.A. in Engineering, Management, Human Relations or Wastewater related field or comparable experience. A minimum of five years of experience in a large wastewater treatment facility with progressive management responsibilities.

KNOWLEDGE, SKILLS & ABILITIES

- Must be proficient in modern wastewater treatment applications and the equipment necessary to treat wastewater.
- Knowledge and skills in the practice of modern human relations techniques. The ability to plan, organize, staff, direct, control and budget as required.
- Instruct staff in the operation of new or revised applications, including application concepts to non-technical users.

LICENSE(S)

- Possession of a grade V California Water Environment Association in Mechanical Maintenance Certificate at the time of employment.
- Possession of the Grade V Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board.
- Must possess a valid Class C driver's license at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

STANDING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 10 minutes at a time. Carpet, tile, gravel, grass, dirt, all possible. Inspecting job sites, making presentations, communicating with coworkers.
WALKING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 5 minutes at a time. Carpet, tile, gravel, grass, dirt, all possible. To and from construction sites, offices.
SITTING	Frequency: Duration: Surfaces: Associated Tasks:	6 to 7 hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Utilizing computer, telephone, communicating with coworkers, office tasks, driving to and from meetings.
KNEELING/ CROUCHING/ SQUATTING	Frequency: Duration: Surfaces: Associated Tasks:	Less than 10 minutes Seconds at a time. Tile, carpet. Retrieving or setting items on and off lower areas including shelves, during equipment inspections.
CRAWLING	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
LAYING ON BACK/STOMACH	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
CLIMBING/ BALANCING	Frequency: Duration: Surfaces: Associated Tasks:	Less than 15 minutes. Seconds at a time. Stair steps. Ascending or descending stair steps to access multiple floors or equipment.

BENDING		
• Waist:	Frequency: Duration: Associated Tasks:	0 to less than 5 minutes. Seconds at a time. During inspections. The motion is in a forward direction between 5 and 45-degrees.
• Head/Neck:	Frequency: Duration: Associated Tasks:	2 to 3 hours. Seconds at a time. Aiding visually, reading, writing, inspections, normal body mechanics.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving, normal body mechanics.

TWISTING/ROTATING		
• Waist:	Frequency: Duration: Associated Tasks:	Not a job requirement.
• Head/Neck:	Frequency: Duration: Associated Tasks:	Less than 1 hour. Seconds at a time. Aiding visually, normal body mechanics, driving. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.

UPPER EXTREMITY USE: Dominant Hand: [indicate LEFT or RIGHT]

REACHING		
<ul style="list-style-type: none"> • Primary Reach Zone: (elbows bent at waist level, hands in forward extension) 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 ½ to 2 ½ hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> • Above Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	0 to 2 times. 0 0 0 to 2 times. Seconds at a time. Retrieving items from higher shelves.
<ul style="list-style-type: none"> • Between Waist and Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 4 hours. Less than 1 hour. Less than 1 hour. 2 to 3 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, telephone, radio, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> • Below Waist Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Alternated with squatting.
PUSHING/ PULLING	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers. Unilateral or bilateral hand use.

LIFTING/CARRYING		
<ul style="list-style-type: none"> • 0 to 10 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Writing utensil, paperwork, office supplies. 3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, radio.
<ul style="list-style-type: none"> • 11 to 25 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	File box. 0 to 1 time. 0 0 0 to 1 time. Less than 10 feet. Ground to waist level. Handling a file box.
<ul style="list-style-type: none"> • 26 to 50 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 51 to 75 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 75 to 100 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 100+ lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.

HAND DEMANDS		
<ul style="list-style-type: none"> • Simple Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork.
<ul style="list-style-type: none"> • Power Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • Fine Manipulation 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 ½ to 3 ½ hours. 1 to 2 hours. Less than ½ hour. 1 to 2 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

SPECIAL ENVIRONMENT	<ul style="list-style-type: none"> • Indoors, office setting; climate controlled • Outdoors, all weather conditions
----------------------------	---

MACHINES/TOOLS	<ul style="list-style-type: none"> • District vehicle • Mouse • Golf cart • Writing utensil • Computer keyboard • Fax machine • Monitor • Copy machine
-----------------------	--

Note: The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrist, twisting waist, power grasping.

EMPLOYER COMMENTS:	
This Job Analysis accurately represents the duties of a Director of Plant Operations and Facilities Maintenance to the best of my knowledge.	
EMPLOYER CONTACT NAME:	
EMPLOYER SIGNATURE:	DATE:

EMPLOYEE COMMENTS:	
This Job Analysis accurately represents the duties of a Director of Plant Operations and Facilities Maintenance to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	DATE: