

Job Description

Job Title: Project Manager
Department: Asset Management
Reports To: Director of Operations
Location: Tejon Ranch, California
Assigned Facility(s): Tejon-Castac Water & Wastewater Treatment Plant & Distribution System
Classification: Exempt
Normal Business Hours: Varies, Approx. 7:00 a.m.-4:00 p.m. Monday thru Friday
Date Prepared: September 1, 2022

Job Objective - Reporting directly to the Director of Operations, the Project Manager has full responsibility for the successful operation and maintenance of the assigned facility(s).

Principal Duties and Responsibilities

- Project management and oversight of all facets of a Water / Wastewater Utility serving 60 connections
- Operate and maintain two wastewater treatment facilities
- Operate and maintain a water treatment system providing potable water
- Operate and maintain the water distribution system and sewer collection system
- Must have strong knowledge of wastewater operation and compliance
- Supervise and manage operation and maintenance two personnel including responsibility for training, performance evaluations, hiring and discipline
- Work with and supervise staff in the performance of tasks related to the maintenance, repair, installation, and modification of water and wastewater treatment and distribution operations including wells, reservoirs, pumps, plumbing, pump stations, pipes, valves, meters, tanks, equipment, and related control systems. Performs and inspects the maintenance & repair of equipment for quality and compliance with applicable standards
- Oversee and manage monthly meter reading
- Manages implementation and ongoing utilization of the Computerized Maintenance Management System (CMMS) for tracking Asset Management
- Interact with regulatory agencies and clients
- Analyze and resolve problems with process and/or equipment
- Review lab tests and interpret data
- Create and distribute client, regulatory and operating data reports
- Prepare and coordinate regulatory programs as required by permit
- Maintain compliance with regulatory permits
- Oversee and perform process adjustments to maintain treatment process compliance
- Perform other duties and participate in the operation of other PERC Water facilities on limited basis as needed
- Promote and adhere to PERC Water's written corporate Safety program
- Maintain acceptable attendance per PERC Water standards
- Communicate any problems/issues to supervisor
- All other tasks as assigned by supervisor



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Knowledge, Skills and Abilities Required

1. General computer skills including good working knowledge of Microsoft Outlook, Word and Excel. Ability to learn CMMS program used on site.
2. Excellent team-working and communications skills to enable effective interaction with other PERC Water personnel, including peers. Able to establish and maintain effective working relationships with others.
3. Physical:
 - Body Positions: Standing, sitting for extended periods of time, walking.
 - Body Movements: Use of hands, eyes, ears, arms and voice. Must be able to lift, push and pull up to 40 pounds on a regular basis.
 - Must be able to climb up and down stairs and ladders and climb into process tanks and enclosures
 - Must be able to climb on, or into facility equipment and systems (Confined Space Training required).
 - Must be able to work weekends, nights or holidays as needed.
 - Must be able to travel from jobsite to jobsite within in the area
 - Occasional Travel Required
4. Mental:
 - Language ability includes reading, writing, spelling, and the ability to communicate clearly on business topics in English.

Education, Professional Credentials and Experience

1. Must possess a CA Wastewater Treatment Grade IV
2. CA Water Treatment T-3 and Distribution II (D-2) Operator Certification a plus
3. Minimum of 5 years in supervisory position required
4. Minimum of 5 years of industry experience required
5. Valid driver's license
6. Valid high school diploma or equivalent; college degree a plus but not required

Work Conditions

Water & Wastewater Treatment Facility & Distribution System (indoor and outdoor)

Reporting Relationships

The following positions may provide functional support to the Lead Operator:

Corporate Vice Presidents
Sr Area Operations Managers
Company Directors
Grade I - IV Operators / OIT's
Maintenance Technicians
Lead WWTP Operators

ACKNOWLEDGMENTS

I understand that this job description does not list all of the duties of my job. I am aware that I may be asked by my supervisors to perform additional duties or follow additional instructions. I understand that I will be evaluated in part based on my performance of the tasks listed in this job description. I have reviewed and understand the above job description. I understand the Company has the right to change this job description at any time. I also understand I am an at-will employee and that this job description is not an employment contract.

Employee Name (Printed)

Signature

Date

Supervisor

Date