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# Castro Valley Sanitary District

## POLICIES AND PROCEDURES MANUAL

**POLICY TITLE:** Job Description – General Manager  
**POLICY NUMBER:** 2300

**2300.1** Definition. Plans, organizes, and provides administrative direction and oversight for all Castro Valley Sanitary District (CVSan) functions and activities; serves as CVSan’s Treasurer and may serve as Chief Engineer; provides policy guidance and program evaluation to Castro Valley Sanitary District’s Board (Board) and Department Head (DH) staff; ensures that all regulatory and contractual requirements are met; encourages and facilitates provision of services to CVSan residents and businesses; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; performs related work as assigned.

**2300.2** Supervision Received and Exercised. Policy direction is given by the Board. Direct supervision is provided to DH’s and operational supervisors; indirect supervision is provided to all CVSan staff and consultants.

**2300.3** Class Characteristics. The General Manager serves as the Chief Executive Officer of CVSan, accountable for enforcement of all CVSan, local, state, and federal codes, and regulations, the conduct of all financial activities, the oversight of all engineering and solid waste activities and the efficient and economical performance of CVSan’s operations. The incumbent may serve as chair of the CVSan Safety Committee.

**2300.4** Essential Job Functions:

**2300.4.1** Plan, organize, and administer, either directly or through subordinate management and supervisory staff, coordinate and evaluate the work of CVSan in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the Board.

**2300.4.2** Direct and coordinate the development and implementation of goals, objectives and programs for the Board and CVSan; develop administrative policies, procedures and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.

**2300.4.3** Oversee the preparation of capital and operational budgets for CVSan; authorize directly or through staff, budget transfers, expenditures and purchases; provide information regarding the financial condition and needs to the Board.

**2300.4.4** Implement the CVSan investment process; maximize income and safety through tax-exempt and other financing as directed, and balances CVSan accounts at the local bank, County Treasurer, and Local Agency Investment fund.

**2300.4.5** Advise the Board on issues, programs and financial status; prepare and recommend long- and short-range plans for CVSan service provision, capital improvements

and funding; direct the development of specific proposals for action regarding current and future CVSan needs.

**2300.4.6** Oversee the administration, construction, and use and maintenance of all CVSan facilities and equipment.

**2300.4.7** Oversee the wastewater treatment and disposal contract with the Oro Loma Sanitary District and the East Bay Dischargers' Authority.

**2300.4.8** Oversee the annual year-end external audit and coordinates activities with CVSan's service provider.

**2300.4.9** Represent CVSan and the Board in meetings with governmental agencies, community groups and various businesses, professional, regulatory and legislative organizations; acts as CVSan's liaison with the media.

**2300.4.10** Oversee the selection, training, professional development and work evaluation of CVSan staff; oversee the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.

**2300.4.11** Direct the preparation and prepare a variety of correspondence, reports, policies, procedures, and other written materials.

**2300.4.12** Ensure the Board is kept informed of CVSan functions, activities and financial status, legal, social, and economic issues affecting CVSan activities.

**2300.4.13** Determine rates for wastewater and solid waste services annually.

**2300.4.14** Determine staffing requirements, interview, hire, and train new employees, or oversee those personnel processes.

**2300.5** Essential Cognitive Job Functions:

**2300.5.1** Ability to comprehend and follow instructions:

**2300.5.1.1** Ability to maintain attention and concentration for necessary periods.

**2300.5.1.2** Ability to understand written or oral instructions.

**2300.5.1.3** Ability to do work requiring set limits, tolerances, or standards.

**2300.5.2** Ability to perform simple and repetitive tasks:

**2300.5.2.1** Ability to ask appropriate questions and request assistance.

**2300.5.2.2** Ability to perform activities of a routine and applicable nature.

**2300.5.2.3** Ability to remember locations and work procedures.

**2300.5.3** Ability to maintain a work pace appropriate to a given workload:

**2300.5.3.1** Ability to perform activities within a schedule, maintain regular attendance, and be punctual.

- 2300.5.3.2** Ability to complete a normal work day and/or work week and perform at a consistent pace.
- 2300.5.4** Ability to perform complex and varied tasks:
  - 2300.5.4.1** Ability to synthesize, coordinate, and analyze data.
  - 2300.5.4.2** Ability to perform jobs requiring precise attainment of limits, tolerances, or standards.
  - 2300.5.4.3** Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- 2300.5.5** Ability to relate to other people beyond giving and receiving instructions:
  - 2300.5.5.1** Ability to get along with co-workers and peers.
  - 2300.5.5.2** Ability to perform work activities requiring negotiating with, explaining, or persuading.
  - 2300.5.5.3** Ability to respond appropriately to evaluation or criticism.
- 2300.5.6** Ability to influence people:
  - 2300.5.6.1** Ability to convince or direct others.
  - 2300.5.6.2** Ability to understand the meaning of words and to use them appropriately and effectively.
  - 2300.5.6.3** Ability to interact appropriately with people.
- 2300.5.7** Ability to make generalizations, evaluations, or decisions without immediate supervision:
  - 2300.5.7.1** Ability to recognize potential hazards and follow appropriate precautions.
  - 2300.5.7.2** Ability to understand and remember detailed instructions.
  - 2300.5.7.3** Ability to make independent decisions or judgments based on appropriate information.
  - 2300.5.7.4** Ability to set realistic goals or make plans independently of others.
- 2300.5.8** Ability to accept and carry out responsibility for direction, control, and planning:
  - 2300.5.8.1** Ability to set realistic goals or make plans independently of others.
  - 2300.5.8.2** Ability to negotiate with, instruct, and supervise people.
  - 2300.5.8.3** Ability to respond appropriately to changes in work conditions.

**2300.6** Non-Essential Job Functions:

**2300.6.1** Review and approves all engineering plans, specifications, and contracts.

**2300.6.2** Review agendas for CVSan Board and community meetings and ensures that appropriate minutes of such meetings are maintained.

**2300.6.3** Provide for the investigation and resolution of complaints regarding the administration of and services provided by the CVSan government.

**2300.6.4** Oversee the maintenance of working and official CVSan files.

**2300.6.5** Monitor changes in laws, regulations and technology that may affect CVSan operations.

**2300.6.6** Implement policy and procedural changes as required.

**2300.6.7** Oversee purchases of supplies and equipment.

**2300.7** Qualifications. Knowledge of:

**2300.7.1** Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development, and administration and supervision of staff, either directly or through subordinate levels of supervision.

**2300.7.2** Principles, practices, methods and technical requirements of wastewater collection and disposal and solid waste collection, recycling, and disposal.

**2300.7.3** Principles, practices, and procedures of public administration.

**2300.7.4** Functions, services, and funding sources of a public agency.

**2300.7.5** Functions, authority, responsibilities, and limitations of an elected Board.

**2300.7.6** Applicable federal and state laws, codes, ordinances, and regulations.

**2300.7.7** Principles and practices of public agency budget development, contract administration and accountability.

**2300.7.8** Current social, political and economic trends affecting CVSan government and service provision.

**2300.7.9** Techniques for effectively representing CVSan in contacts with governmental agencies, community groups and various business, professional, regulatory, and legislative organizations.

**2300.7.10** Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

**2300.7.11** Computer user applications as applied to the solution of engineering problems, word processing, database management, presentation, and spreadsheet applications.

**2300.7.12** Technical engineering mathematics.

**2300.7.13** Applicable laws, codes, and regulations.

**2300.7.14** Technical report writing practices and procedures.

**2300.7.15** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**2300.8** Skill to:

**2300.8.1** Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of CVSan.

**2300.8.2** Work cooperatively with, provide staff support to and implementing the policies of the Board.

**2300.8.3** Develop and implement goals, objectives, policies, procedures, budgets, work standards, and internal controls.

**2300.8.4** Oversee all CVSan financial activities, including administering investments, the development and implementation of the CVSan's budget, the annual external audit, and the control of all expenditures and purchases.

**2300.8.5** Oversee all CVSan engineering and solid waste activities and capital improvement projects.

**2300.8.6** Interpret, apply, and explain complex laws, codes, regulations, and ordinances.

**2300.8.7** Effectively represent CVSan in meetings with governmental agencies, community groups and various businesses, professional, educational, regulatory, and legislative organizations, and the media.

**2300.8.8** Direct the preparation of and preparing clear and concise reports, correspondence, policies, procedures, and other written materials.

**2300.8.9** Prioritize work, coordinate projects and programs, and ensure that critical deadlines are met.

**2300.8.10** Use tact, initiative, prudence and independent judgment within general policy guidelines.

**2300.8.11** Establish and maintain effective working relationships with those contacted in the course of the work.

**2300.9** Education and Experience. Graduation from a four (4) year college or university with major course work in public or business administration, public policy, finance, engineering, or a field related to the work and significant management or administrative experience in a municipal or other public agency setting. Ten (10) years of progressively responsible senior management experience. Possession of an appropriate Master's degree and/or experience in working with an elected Board is highly desirable.

**2300.10** License and Certifications. Must possess a valid California Class C driver's license and have a satisfactory driving record. Registration as a Professional Engineer in the State of California

is desirable. Must possess or obtain Cardiopulmonary Resuscitation, AED, and First Aid certificates within a time period specified by CVSan.

**2300.11 Interpersonal Effectiveness.** Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; provide recognition and encouragement.

**2300.12 Other Requirements.** Willingness and ability to work scheduled and non-scheduled nights and weekends; attend meetings, workshops, conferences, and seminars during work and non-work hours as assigned. Overnight travel may be required.

**2300.13 Physical Requirements.** Be able to possess mobility to inspect various collection system and pumping station sites; be able to possess mobility to work in a standard office setting and to operate standard office equipment, including a computer and calculator; interpret printed materials and a computer screen; communicate with people in person and over the telephone. Maintain static postures for extended periods of time; frequent repetitive use of hands and arms including grasping; occasionally bend, stoop, stretch and reach; have strength and stamina to safely transport up to thirty (30) pounds.

**2300.14 Work Environment.** Works indoors in a climate controlled office environment working around computer monitors; works with and around others, or alone. Work is primarily performed in an office setting, however, there may be occasional outdoor exposure to inclement weather conditions, noise, dust, fumes, odors, and hazardous materials.

*This description reflects CVSan's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.*

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Employee Signature

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Date

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Employer Signature

\_\_\_\_\_  
Date

**\*\*\* END OF POLICY \*\*\***