

WASTEWATER SERVICES MANAGER

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M112

GENERAL DESCRIPTION OF DUTIES

This position is responsible for planning, organizing, and overseeing the operations and maintenance of the City's wastewater system, including a Class IV water reclamation facility and the wastewater collection system. The Wastewater Services Manager evaluates and prepares operating reports; coordinates the wastewater system operations with other departments; and develops and administers the Wastewater Services' budget.

SUPERVISION RECEIVED

This position receives general direction from the Community Development Director.

SUPERVISION EXERCISED

This position provides direct supervision to professional and technical staff, including planning, assigning, and reviewing work of subordinates; effectively recommending hiring and other personnel actions; evaluating individual and team performance; taking disciplinary action; and resolving conflicts.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Supervises and motivates personnel directly and through subordinate supervisory personnel involved in the operations and maintenance of the Water Reclamation Facility, pretreatment program, environmental laboratory, biosolids program, conveyance system, and pumping systems. Supervision involves training, assigning and reviewing work, evaluating performance, coaching, resolving grievances, effectively recommending various personnel actions, and administering disciplinary actions.
2. Analyzes, plans, and implements operations and maintenance improvements to resolve technical wastewater problems.
3. Coordinates Wastewater Services Division operations with other departments; makes comparisons of operations, methods, and procedures to ensure cost effective utilization of wastewater assets and compliance with State and federal regulations while meeting standards established by the Facility's NPDES permit.
4. Reviews budget estimates submitted by subordinates and prepares preliminary operations, maintenance, and capital improvement budget recommendation and justifications for the Water Reclamation Facility operations and related facilities. Monitors expenditures for compliance with approved budget. Prepares related reports as scheduled or requested.

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5. Ensures coordinated operational effort by maintaining communication with various regulatory agencies.
6. Responds to public inquiries and complaints concerning Wastewater Services operations.
7. Conducts inspections, reviews operations, prepares project designs, oversees capital improvement plans, develops operating policies and procedures, etc., to ensure safe and efficient operation of wastewater conveyance and treatment assets.
8. Completes State and federal discharge monitoring reports. Prepares scheduled and requested operational reports as necessary.
9. Ensures compliance with all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

WORK QUALIFICATIONS

Knowledge:

- Broad knowledge of primary, secondary, and tertiary wastewater treatment systems, equipment, and technology; wastewater conveyance systems; maintenance requirements; pretreatment requirements;
- Knowledge of personnel practices and supervisory principles;
- Knowledge of budget management;
- Knowledge of state, federal, and local regulations regarding wastewater conveyance, treatment, and water quality standards;
- Knowledge of laboratory procedures used in sewage analysis;
- Knowledge of sewage facility engineering;
- Knowledge of chemical, biological, and physical processes involved in activated sludge treatment including nutrient removal;
- Knowledge of the occupational hazards and safety precautions related to wastewater treatment.

Skills:

- Skill in establishing and maintaining effective working relationships with others from diverse backgrounds.

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Ability

- Ability to communicate effectively with the public, members of outside agencies, and employees;
- Ability to develop policies and procedures;
- Ability to develop program goals, objectives, and strategies;
- Ability to identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solutions;
- Ability to develop and administer a budget; and
- Ability to operate a computer with word processing, spreadsheet, and maintenance management software.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to a four-year university education in a related discipline and six years experience in treatment plant operations with at least two years at a Class IV system, two years of supervisory and budget experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties.

SPECIAL REQUIREMENTS/LICENSES

Possession of an Oregon Grade IV Wastewater Treatment System Operator certificate is required.

DESIRABLE BACKGROUND/LICENSE

Prior experience within the City's Water Reclamation Facility is desirable, but not required.

Possession of an Oregon Grade III Wastewater Collection System Operator Certification is desirable.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools, or controls, and at times within confined spaces. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office and laboratory equipment, etc. However, duties may be physically demanding requiring movement of materials weighing up to 50 pounds. Activity and types of duties performed require manual dexterity and coordination less than 50 percent of the work period. Reasonable accommodation will be made to meet the needs of qualified individuals with known limitations who can perform the essential functions of the job.

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WORKING CONDITIONS

The majority of the work period is spent in an office environment. However, work is performed in a wide variety of environments including treatment plant, outside weather conditions, and may be exposed to fumes, oils, chemicals, raw sewage, etc.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 09/99

Revised: 05/01

Revised: 01/11

Revised: 09/14