

City of
EDMONDS
Washington

WASTEWATER TREATMENT PLANT MANAGER

Department:	Public Works – Wastewater Treatment	Pay Grade:	NR-17
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Public Works Director

POSITION PURPOSE: Under administrative direction, plans, organizes and coordinates the operations and maintenance activities of the City's Regional Wastewater Treatment Plant; ensures requirements and permits are in compliance with local, State and Federal agencies; administers agreements with other regional agencies in the regional plant; manages the pre-treatment program; and supervises and evaluates the performance of assigned staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes and coordinates a variety of programs, projects and activities related to the operation and maintenance of the City's wastewater treatment plant and designs new plant processes.
- Manages, coordinates and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
- Plans, coordinates and arranges for appropriate training and development plans for plant staff; participates in union meetings and negotiations as directed.
- Supervise, coaches, trains and motivates staff utilizing a participative workplace leadership model.
- Plans, organizes and implements long and short-term programs and activities, including: the plant safety program and employee awareness program, the odor response and complaint program and a public information program.
- Assures compliance with permit regulations; reviews and processes data, monitors results and develops operating strategies and procedures; troubleshoots problems and identify corrective actions.
- Prepares and maintains a variety of reports, records and files related to assigned activities and personnel.
- Develops and prepares the budget for O&M and the Capital Improvement program; controls and authorizes expenditures in accordance with established limitations and establishes cost sharing of O&M and capital expenses for each agency.
- Administers Capital Improvement projects; determines needs and makes recommendations to Council, prepares, advertises, receives, and awards bids according to established procedures; oversees projects and approves final payments.
- Communicates with other administrators, personnel and outside organizations to coordinate plant activities and programs, resolves issues and conflicts and exchanges information.
- Administers agreements with other agencies in the regional plant and oversees a regional pre-treatment program for Edmonds and other agencies.
- Supervises field personnel.

JOB DESCRIPTION

Wastewater Treatment Plant Manager

- Works with the City's building department and determines compliance needs for area businesses; provides technical expertise, information and assistance to the Director regarding assigned functions; assists as needed in the formulation and development of policies, procedures and programs.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Operates a computer and other office equipment as assigned, maintains current knowledge of plant instrumentation and control systems, and drives a vehicle to various sites to inspect work.
- Attends and conducts a variety of meetings as assigned, and represents the City at a variety of meetings.

Required Knowledge of:

- Process control and operational guidelines for an activated Sludge Wastewater Treatment Plant.
- Maintenance and asset management industry standards.
- Plant instrumentation, control system and electrical standards.
- Standard methods and laboratory operations used to test and analyze wastewater treatment processes for permit compliance
- Permit requirements.
- Applicable federal, state and local laws, codes, regulations, policies and procedures for the operation of a Wastewater Treatment Plant.
- Hazardous chemical handling and disposal requirements.
- Labor relations and contract administration.
- Advertising and awarding of bids and contracts.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety standards, rules and regulations.
- Chemistry and microbiology related to Wastewater Treatment.
- Effective oral and written communication skills.
- Record keeping techniques.
- Operation of a computer and assigned software.
- Budget preparation and control.
- Supervisory and training principles, methods and techniques.

Required Skill in:

- Planning, organizing and coordinating the operations and maintenance activities of the City's Wastewater Treatment Plant to meet timelines and achieve agreed upon goals.
- Assuring requirements and permits are in compliance with local, state and federal agencies.
- Administering agreements with other agencies in the regional plant.
- Evaluating work practices of operations, maintenance and laboratory to ensure current industry standards are implemented.
- Compiling, preparing and maintaining a variety of comprehensive records, files, reports and permits.
- Planning plant projects to allocate staffing, timelines and budget.
- Analyzing situations accurately and adopting an effective course of action.
- Planning and organizing work, meeting schedules and time lines.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Operating a computer and assigned office equipment.
- Establishing and maintaining effective working relationships others.
- Compiling, preparing, and maintaining a variety of comprehensive records, files, and reports.
- Working independently with little direction.

JOB DESCRIPTION

Wastewater Treatment Plant Manager

- Planning and organizing work.
- Communicating effectively verbally and in writing.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Environmental Science, Civil Engineering, or related field and six years' of experience in wastewater treatment plant operations at an advanced, secondary treatment facility that includes three years of staff supervisory and budgetary responsibility; preferably in a municipal or public sector environment; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

State of Washington Class IV Wastewater Operator Certificate at time of hire.

CPR and First Aid card within six months of hire.

Must be able to successfully complete and pass a background check.

Other Requirements:

Ability to pass a mandatory drug test upon conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor/outdoor work environment.
- Driving a vehicle to conduct work.
- Working in a confined or classified space.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a variety of grounds equipment and power and hand tools.
- Operating a computer keyboard or other office equipment.
- Reading a variety of materials and instruments and possess close vision, far vision, side vision, depth perception, night vision and color vision.
- Ascending/descending ladders
- Lifting/ carrying or otherwise moving or transporting heavy objects frequently up to 50lbs.
- Sitting/standing or otherwise remaining in a stationary position for extended periods of time
- Walking or otherwise moving over rough or uneven surfaces while performing inspections and investigations.
- Performing repetitive motions, including: balancing, stooping, kneeling, bending, crouching, crawling, reaching overhead, above the shoulders and horizontally, and standing, pushing, pulling and using stairs.
- Working in tight spaces.
- Ability to wear appropriate personal protective equipment based on required City Policy.

JOB DESCRIPTION
Wastewater Treatment Plant Manager

Hazards:

- Exposure to chemicals, used in Wastewater treatment such as: Sodium Hypochlorite, Caustic Soda, Bisulfate, Polymers, Clay, Lime and Carbon.
- Exposure to raw and treated sewage, odors associated with sewage treatment, high heat and moving equipment.
- Exposure to cleaning chemicals, herbicides and dust.
- Working at heights using ladders and structures
- Working around and with sometimes noisy machinery having moving parts
- Exposure to slippery surfaces, damp spaces while cleaning in and around equipment.
- Exposure to electrical power supply and high voltage.

Incumbent Signature: _____

Date: _____

JOB DESCRIPTION
Wastewater Treatment Plant Manager

Department Head: _____

Date: _____