

CITY OF MADERA

WASTEWATER TREATMENT PLANT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, supervises, evaluates, plans and organizes the mechanical maintenance operations and repairs of the City's wastewater treatment plant and facilities; oversees laboratory operations and testing; assists in the preparation and administration of the division budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other City services and departments; represents plant operations with government control agencies; ensures safe work practices, work quality and accuracy; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Treatment Plant Manager** is a management level class with in Public Works responsible for assigning and supervising the operation, development, repair and maintenance of the City's wastewater treatment facilities within the Public Works Department, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Public Works Operations Director by the latter's performance of overall management responsibilities of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Public Works Operations Director. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Directs and oversees highly skilled water pollution control laboratory testing and analysis; accountable for discharge studies of receiving systems and industrial wastes for proper monitoring and control; supervises analysis of wastewater samples and industrial wastes for the presence of chemical, biological and physical contaminants; develops, enforces and monitors quality assurance programs for laboratory analysis and instrumentation; develops and implements an industrial waste inspection program; orders laboratory equipment and chemicals.
- Prepares water quality and industrial waste reports as well as others; coordinates industrial waste inspections with other City services and functions, local businesses and other government agencies; insures that businesses are operating within standards established by federal, state and local laws, ordinances and regulations; establishes monitoring systems and schedules for industrial waste inspections; conducts on-site inspections to identify maintenance and repair needs and for proper work projects completion.

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- Evaluates the best use of vehicles and other equipment; insures that mechanical equipment receives proper lubrication, overhauling and inspection; insures proper calibration of pneumatic instruments; and may perform plant operation and maintenance assignments.
- Evaluates staffing requirements and utilization of staff; supervises, evaluates and trains assigned staff; develops and directs staff safety training programs; schedules staff work assignments.
- Assists the Director of Public Works with operating and capital improvement budgets; monitors budget expenditures; prepares project cost estimates and analysis.
- Serves on committees; represents the City's wastewater treatment functions in public relations activities; addresses, investigates and responds to inquires and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined space.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Manager**. A typical way of obtaining the required qualifications is to possess four years of supervisory experience in the operation, mechanical maintenance and repair of a wastewater treatment facility, including one year in laboratory testing and analysis, or the performance of related work and possession of a high school diploma or equivalent with appropriate course work in laboratory testing and analysis.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license; possession of a Grade IV Certification as a Wastewater Plant Operator from the California State Water Quality Control Board and a Confined Space Entry Certificate.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of water system quality assurance and operation functions; testing methods and procedures, including qualitative and quantitative analysis; applicable federal, state and local laws governing domestic water quality monitoring and control; principles and practices of water supply and distribution; occupational hazards and standard safety practices; design, planning and development of wastewater treatment facilities; cost, time and materials estimating; characteristics and problems involved with back-flow prevention and cross-connection control programs; principles and practices of bacteriological and sampling techniques and mathematical analysis; laboratory safety standards and programs; occupational hazards and standard safety practices; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; methods and techniques of supervision, training and motivation.

Ability to:

Plan, organize and coordinate a variety of water quality laboratory testing and analysis, including chemical and bacteriological laboratory tests; analyze laboratory tests and make recommendations regarding plant operations, corrective and preventive measures; read and interpret plant operations equipment; perform on-site laboratory tests; maintain accurate and updated logs, records and reports; prepare and submit comprehensive and mandated reports; perform plant operation and maintenance assignments; represent the City's wastewater treatment functions with other governmental agencies and community groups; plan, organize, direct and evaluate the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the analysis and testing of wastewater samples.