



CITY OF WATSONVILLE
2006

APPROVED OCTOBER

JOB TITLE: **WASTEWATER TREATMENT FACILITIES MANAGER**

DEFINITION

To plan, organize, coordinate, support and direct the operation, maintenance, source control and laboratory services related to the City's wastewater treatment plant and related facilities.

DISTINGUISHING CHARACTERISTICS

This job class exercises responsibility for the safe and cost effective treatment, source control, laboratory analysis and disposal or reuse of wastewater and waste water bio-solids; ensures that the City's Wastewater Division is in accordance with all regional, State, and Federal regulatory agencies; promotes the establishment of programs for resource conservation and recovery; ensures the provision of a safe and professional working environment for all division employees.

SUPERVISION RECEIVED AND EXERCISED

- Receives minimal supervision from the Assistant Director of Public Works and Utilities
- Exercise direct supervision over the Source Control Manager, Laboratory Manager, Wastewater Maintenance Supervisor and the Wastewater Operations Supervisor

EXAMPLES OF ESSENTIAL DUTIES – Duties may include but are not limited to the following:

- Plans, organizes coordinates, supports and directs the operation, maintenance, source control and wastewater-related laboratory services of the City's wastewater treatment plant and related facilities
- Supports and provides direction to the Wastewater Maintenance Supervisor to establish an effective short and long-term maintenance program for the Wastewater Treatment facilities; seeks out and pursues cost effective improvements that reduce or eliminate ongoing maintenance problems
- Supports and provides goals and objectives for the Wastewater Operations Supervisor to optimize the performance of wastewater facilities to provide for the safe, efficient, and cost effective treatment, and disposal or reuse of wastewater and biosolids, while ensuring National Pollutant Discharge Elimination System (NPDES) compliance
- Supports the Source Control Manager in carrying out an effective source control program which protects the resources of the City and which reduces, minimizes, or eliminates the discharge of pollutants to the environment
- Supports the Laboratory Manager in providing analytical services for other Department's divisions and other City departments, including scientific consultation, and facilitates the resolution of environmental issues facing the City
- Seeks out and pursues new ideas and better ways of performing the division's scope of responsibility; develops and implements short and long-term goals, objectives, policies and priorities

- Empowers all levels of staff to be creative problem solvers, and provide the resources to lead staff towards becoming more goal oriented, offering creativity and extending flexibility in solving problems and accomplishing goals
- Works with the City's Safety and Regulatory Compliance Officer on developing, implementing, training, tracking and enforcing the City's Wastewater Treatment Plant IIPP program
- Coordinates, provides direction, and oversees the preparation of budgets for wastewater related services
- Reviews and monitors plant operations and submits a variety of reports related to Division activities and operations as required
- Consults with regulatory agencies and engineers regarding plant discharge requirements, plant performance, and the improvement of services
- Coordinates wastewater treatment services with other City departments and governmental agencies
- Consults with engineers and other City employees regarding the design and construction of new facilities and expansion of existing facilities
- Responds to complaints and inquiries regarding plant operations
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- principles, techniques, safe practices, and equipment used in the operation and maintenance of a wastewater treatment plant
- mechanical, electrical and hydraulic principles related to wastewater treatment plant operations
- safety procedures pertaining to plant operations, including techniques for handling and storing hazardous chemicals
- principles and techniques of management and supervision including staffing, employee development, creative problem solving, team building, motivation and planning and organizing work
- State and Federal standards and requirements for wastewater treatment and process control

Ability to:

- work safely
- read, interpret and correctly apply appropriate laws, codes and regulations
- detect unsafe conditions and practices
- organize, assemble and interpret statistical data
- establish and maintain cooperative working relationships with all City employees and the general public
- interact with members of federal and state regulatory agencies dealing with air pollution and wastewater treatment
- use independent judgment to identify and analyze problems and recommend and implement solutions
- focus on multiple tasks simultaneously
- sit at a desk and in meetings for long periods of time on a continuous basis
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- see adequately to read text, correspondence, charts, forms and fine print
- hear adequately to converse on a telephone and in person

- address a group of about 20 persons without the use of a microphone
- use a copy machine, calculator, telephone, and write or use a keyboard
- ability to work indoors using near vision for prolonged periods
- climb stairs
- drive an automobile
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TRAINING AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be:

- three years of increasing supervisory responsibility at a wastewater treatment plant while in possession of a Grade IV Wastewater Operator's Certificate issued by the State Water Resources Control Board
- seven years of increasing supervisory responsibility at a wastewater treatment plant while in possession of a Grade III Wastewater Operator's Certificate issued by the State Water Resources Control Board

LICENSES AND CERTIFICATES

- A valid Class C California Drivers license, including a safe driving record
- Possession of a Grade IV Wastewater Operator's Certificate issued by the State Water resources Control Board is required. Possession of a Grade V Wastewater Operator's Certificate issued by the State Water resources Control Board is desirable