

Code: 2748

Title: WASTEWATER TECHNICAL SERVICES MANAGER

SUMMARY: Manages the organization and planning of Wastewater's industrial waste control, laboratory and plant operational functions, which include process improvement evaluations, regulatory compliance, project management, budget and technical liaison.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes, and manages the activities of professional and technical personnel engaged in specialized chemical and bacteriological analysis and industrial waste monitoring;

Coordinates laboratory and industrial waste control activities with various State and Federal agencies, County and City departments and private utilities and firms;

Analyzes and determines effectiveness of treatment processes and insures department's compliance with applicable laws, regulations and guidelines;

Develops laboratory and industrial waste control policies, procedures and standards in conformance to Federal, State and local laws and regulations;

Develops process improvements, writes technical reports and white papers;

Plans, reviews and prepares reports and proposals for new projects;

Responds to public requests for information and resolves complaints;

Develops departmental budget and monitors expenditures;

Advises on all matters pertaining to laboratory and industrial waste control;

Trains, supervises and evaluates assigned personnel;

May provide expert testimony in court cases involving permit appeals and ground water degradation issues.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices and techniques of wastewater chemical analysis, water pollution control and groundwater contamination;
- current laboratory analysis methods and new developments involving compliance monitoring;
- Federal, State and local laws, codes and regulations related to wastewater laboratory analysis and industrial waste control;
- principles and practices of effective management and supervision;

Skill in:

- principles of wastewater treatment and water reclamation;
- reviewing and analyzing operational problems and developing technical and administrative recommendations;
- preparing technical reports and evaluations;
- developing and implementing program improvements;
- establishing and maintaining effective working relationships with Federal and State agencies, County and City departments and the general public;
- communicating effectively;
- utilizing software productivity tools.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in chemical or sanitary engineering, chemistry or a closely related field, and six years of experience in either water pollution control, analysis of heavy metals and organic compound, project management, industrial facility operations and maintenance, engineering or water/wastewater industry technical consulting. Two years of the required experience must be at the supervisory or management level.

(A Master's Degree from an accredited college or university in one of the above cited disciplines may substitute for one year of the aforementioned experience, not the management or supervisory experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D Driver's License at the time of appointment. All positions require either a Grade 3, Water or Wastewater Operator certification from the Arizona Department of Environmental Quality. Failure to maintain required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.