

Code: 2751

Title: WASTEWATER OPERATIONS ASSISTANT MANAGER

SUMMARY: Responsible to Field Operations Manager or Wastewater Treatment Plant (WWTP) Superintendent for planning, administering and overseeing the operation, maintenance and repair of the public sanitary sewage conveyance and treatment facilities, including the gravity sanitary sewage conveyance facilities, the wastewater pumping facilities, the treatment processes of a wastewater treatment plant or facility, or the technical and administrative support services of the division.

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, supervises, and coordinates wastewater treatment processes in a treatment plant or facility or the operation, maintenance and repair of the public sanitary sewage conveyance system, including all gravity and pumping facilities, odor and vector control programs, and associated administrative and technical support activities;

Supervises, trains and evaluates personnel, plans and arranges for orientation and necessary continuing training and implements industrial safety training;

Schedules and assigns staff to meet mandated regulations and standards;

Inspects plant, facilities, or conveyance or treatment systems to determine efficiency of operations, maintenance requirements, compliance with appropriate standards or requirements and conducts necessary quality control reviews;

Responds to emergency situations, assigning and/or coordinating the work of maintenance crews, treatment operations staff, and communicating with appropriate units, departments and other agencies;

Participates in the development of and implements staff safety and training programs and recommends long-and short-range goals, objectives and policies affecting personnel, operations, overall efficiency and compliance;

Ensures safety and quality of treatment processes and operations and monitors the activities of the field operations group, support and operations staff for compliance with federal, state and local safety standards, regulations and mandates with specific emphasis on National Pollutant Discharge Elimination System (NPDES) permits and requirements, including bio-solids and storm water;

Coordinates work, maintenance operations, maintenance of equipment, and other activities with other units, departments, agencies, public entities, vendors and contractors to minimize interruption of processes or service provided;

Participates in capital improvement planning, construction plans reviews, and makes recommendations for enhancements, improvements, or changes in service, processes or equipment to plant, facility, or systems;

Forecasts and monitors the facility or unit operating expenditures, prepares and submits facility or unit's annual budget for approval;

Maintains records and prepares routine and special reports;

Reviews, evaluates, and analyzes data, operational records, interprets regulations and makes recommendations to changes in processes, policy, and procedures to remain compliant with standards and regulations and improve the efficiency of wastewater systems or treatment processes;

Oversees support and clerical staff involved in maintenance scheduling, data collection and recording and operational and regulatory reporting activities;

Works with Field Operations Manager in planning, coordinating and administering the implementation of a year round vector control program, the odor control program and other special projects and programs within the public sewage conveyance system;

Makes recommendations on hiring, promoting and disciplining employees;

Performs as a Field Operations Manager or WWTP Superintendent in their absence and may be required to sign or certify and be accountable for compliance reporting and notices of violations.

KNOWLEDGE & SKILLS:

Knowledge of:

- planning, design and operation of wastewater treatment processes or gravity, pumping and

- pressurized sanitary sewage conveyance facilities;
- equipment, materials, and operating practices of wastewater treatment and conveyance facilities;
- local, state and federal regulations and standards related to safe, effective and efficient operation and maintenance of sanitary sewage conveyance system and wastewater treatment facilities in the collection, treatment, discharge or disposal of wastewater and its byproducts;
- practices, methods and processes involved in the collection, conveyance, treatment and disposal of sewage;
- chemical and physical methods for sampling and the analysis and treatment of wastewater and its byproducts;
- mandated certification and reporting requirements for wastewater treatment activities;
- occupational hazards associated with the operation and maintenance of sewage conveyance system and other wastewater facilities;
- principles and practices of material and information management including related supervisory control systems;
- departmental contracting, budget preparation and monitoring and accounting processes and procedures;
- principles and practices of office and personnel administration, including employee supervision, evaluation and training;
- computer systems and their application to treatment processes or managing sanitary sewer conveyance system operation and maintenance programs.

Skill in:

- planning and administering the operation and maintenance of sewage conveyance system and other wastewater facilities;
- supervising, training and evaluating employees;
- budget development and monitoring;
- interpreting applicable federal, state and local laws, rules and regulations governing wastewater collection and treatment;
- reading, interpreting and applying technical guidance from plans, schematics and operating/maintenance manuals and instructions to facilitate, plan or modify work;
- inspecting facilities, operations, and systems detecting discrepancies and directing corrective actions;
- making oral presentations to interested groups and agencies;
- coordinating work-unit activities with other departments, state and federal agencies and contractors;
- compiling and submitting local, state and federal-mandated reports and related information;
- managing the acquisition, storage, issue and accounting for materials required for sewage conveyance facilities and/or other wastewater facilities operations, maintenance and related activities;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in civil or sanitary engineering, management, biological science, hydrology, chemistry, environmental technology, environmental science or environmental engineering and two years of experience in management, administration, construction, installation or operation and maintenance of sewer collection systems, or other wastewater facilities, plus one year of supervisory experience (which may be concurrent with general experience).

(A Master's degree from an accredited college or university in one of the cited disciplines may substitute for one year of the general experience.)

OR:

(2) Three years of experience with Pima County as a Wastewater Treatment Plant Operations Supervisor, or as a Public Works Crew Supervisor.

OR:

(3) Five years of experience in the operation and maintenance of a large (in excess of five million gallons per day), secondary wastewater treatment facility, two years of which was in a supervisor or managerial capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions must possess and maintain as a condition of employment the Arizona Department of Environmental Quality (ADEQ) Certification as a Grade III Wastewater Collection System Operator. Within one year of appointment must obtain and maintain AD EQ Certification as a Grade 4 Wastewater Collection System Operator or a Grade 4 Wastewater Treatment Plant Operator. Some positions require possession of valid Arizona Class D driver's license or CDL at the time of appointment and must be maintained as a condition of employment. Some positions require State of Arizona Structural Pest Control Commission Arizona Restricted Use Pesticide Certificate. Failure to obtain and maintain a current required license/certification shall be grounds for termination.

Special Notice Items: Some positions may carry the risk of exposure to infectious diseases, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Some positions require the ability to enter and work in confined spaces, which may require the proper wearing of individual safety and protective equipment.

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

Pima County

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