

Code: 2755

Title: WASTEWATER TREATMENT PLANT MANAGER

SUMMARY: Administers the operations, maintenance or technical services of a Wastewater (WW) Treatment Operating Group in a major (greater than 5 million gallon per day - mgd) WW Treatment Facility or multiple minor (less than 5 mgd) WW Treatment facilities.

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

Administers the operations and maintenance of a WW Treatment Group and associated facilities;
Inspects assigned facilities and related systems for proper operation, maintenance and adherence to standards and departmental requirements and directs staff actions to resolve discrepancies;
Coordinates facility/system operations, maintenance and modifications with departmental staff and contractors and assures that all work is in compliance with local, state and federal mandated requirements;
Schedules and assigns operations and maintenance staff to meet operational requirements and to assure compliance with mandated requirements;
Directs the collection, analysis and reporting of quality and quantities of effluents, biosolids and other byproducts of the WW treatment processes;
Plans and directs the implementation of information management and automated supervisory control systems;
Directs the control authority requirements of the pretreatment program;
Develops and administers the WW Treatment Operating Group Operations & Maintenance (O&M) budget and assists in development of the departmental budget;
Develops and recommends facility/system modifications to management/engineering staff;
Develops and recommends new or changed operational and maintenance procedures to operations and maintenance staff and departmental management and implements upon approval;
Assures that all staff and activities comply with health and safety standards, mandated requirements and implements changes to assure a safe work place;
Assists design and construction engineers by providing operations and maintenance input to WW facility and system development and implementation plans;
Researches, develops and submits routine, recurring and special reports to management and other agencies;
Conducts research, data gathering and reporting of special projects or assignments to management;
Maintains comprehensive documentation of all operations, maintenance and modification activities associated with assigned facilities;
Supervises, trains and evaluates assigned staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- methods, practices and processes for WW treatment;
- operational and maintenance requirements for WW facilities, equipment and subsystems;
- chemical and physical methods for the analysis and treatment of WW and its byproducts;
- local, state and federal requirements for the collection, treatment, discharge or disposal of WW and its byproducts;
- mandated certification and reporting requirements for WW treatment activities;
- principles and practices of organizational management, budgeting, personnel management and supervision;
- county contracting processes and procedures;
- principles and practices for public-sector budgeting.

Skill in:

- administering the operations and maintenance of WW treatment facilities and systems;
- inspecting facilities and operations, detecting discrepancies and directing corrective actions;

- compiling and reporting activity reports as required by local, state, federal and departmental mandates and procedures;
- assuring facility/system operations and maintenance comply with local, state and federal laws, rules, regulations and industry standards;
- developing and/or implementing new/revised operations and maintenance procedures and standards;
- coordinating operations and maintenance of assigned facilities/systems with affected operations, maintenance and engineering staff;
- developing and administering operations and maintenance O&M budgets for assigned facilities;
- organizing, training, assigning and evaluating the work of assigned staff;
- conducting and reporting findings of studies and investigations of operations and maintenance issues;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university in civil or sanitary engineering, biological science, chemistry, environmental science or environmental engineering or a closely related field as determined by the appointing authority and five years of experience in the operation and maintenance of a major secondary wastewater treatment facility, two years of which must have been in a supervisory or managerial capacity. (A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of the general experience.)

OR:

(2) Current Arizona registration as a Professional Engineer with proficiency in sanitary engineering and four years of experience in the operation and maintenance of a major secondary wastewater treatment facility, two years of which in a supervisory or managerial capacity.

OR:

(3) Nine years of experience in the operation and maintenance of a major secondary or advanced wastewater treatment facility, two years of which in a supervisory or managerial capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Department of Environmental Quality Grade 4 Wastewater Treatment Operator's Certification is required at the time of appointment and must be maintained as a condition of employment. A valid Arizona Class D driver's license is also required at the time of appointment. Failure to maintain the 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: Physical and sensory abilities will be determined by position.

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.