

Code: 2773

*Title: WASTEWATER INSTRUMENTATION AND PROCESS CONTROL
MANAGER*

SUMMARY: Directs the process control activities of the Pima County wastewater treatment systems by evaluating plant performance, operating reports, laboratory tests, monitoring plant performance, operating reports, and maintenance procedures and activities, evaluating plant conditions, and making process control decisions. This classification also determines the strength and effect of wastewater and recommends applicable processes for treatment and is distinguished from the Wastewater Instrumentation and Process Control Specialist-Senior by its greater range of managerial and administrative duties and responsibilities that include the exercise of independent judgment in accomplishing the work and is accountable for the results.

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

Reviews process control operation through inspection of plant records, technical data, operating reports and graphic charts;

Writes comprehensive reports on process control operations as necessary to provide information as may be required by upper management, local, state or federal agencies;

Develops the application of process control procedures to increase the efficiency of plant operations;

Investigates, diagnoses and recommends correction of abnormalities occurring in any of the pretreatment, treatment or disposal processes to ensure that plant effluent meets local, state and federal requirements;

Participates in the overall planning, organizing, and reviewing of activities relating to waste pretreatment processes;

Advises on all matters pertaining to plant process control operation to ensure the economical functioning of plant facilities, coordinating operational strategies with the superintendent, deputy director and/or director;

Prepares accurate notes, records and sketches of work performed or data secured;

Documents and tracks data manually and/or by using an automated software system;

Reviews, recommends and assists in the implementation of new monitoring/control instrumentation;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

Reviews, controls, organizes and inspects the work of employees engaged in the process control engineering operation of treatment facilities;

Observes and monitors objects such as process control equipment, or data such as operating reports, to determine compliance with prescribed operating of safety standards.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, and techniques of supervision and management;
- analog and digital electronic control systems, devices, theory, terminology and application;
- chemical, biological, and physical processes involved in the treatment of wastewater;
- materials, methods, practices, and equipment used in the operation of modern wastewater treatment systems;
- word processing and spreadsheet applications;
- microcomputer systems as used in an analytical laboratory.

Skill in:

- understanding ordinances, rules and regulations governing the treatment and discharge of wastewater;
- supervision and management;
- using designs, operations and process control of wastewater treatment and industrial waste treatment methods;
- preparing schematic diagrams.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university in sanitary, civil or chemical engineering, or closely related field as defined by the appointing authority and four years of experience in environmental engineering involved in operation and process control activities of a wastewater treatment plant.

OR:

(2) Five years of experience in environmental operation and process control activities of a wastewater treatment plant

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a Grade II Operator's Certification in Wastewater from the Arizona Department of Environmental Quality by the end of probationary period. A current Arizona Class D driver's license is required at the time of appointment. Failure to maintain the required licensure/certification shall be grounds for termination.

Physical/Sensory Requirements: Some positions may require the ability to: work with or in the presence of noxious odors; work with noxious or potentially hazardous chemicals, compounds or wastewater products. Safety equipment will be provided by Pima County.

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.