CLASS SPECIFICATION
Wastewater Treatment Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes and directs the work of skilled, journey-level personnel engaged in the operation, monitoring, regulation, maintenance and repair of the City's large, state-of-the-art wastewater treatment plants; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for managing staff assigned to the maintenance or operations of the City's state-of-the-art wastewater treatment plants and pumping stations, ensuring compliance with all federal and state environmental requirements. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. Responsibilities and assignments are broad in scope and require independent judgment on issues which are complex, interpretive and evaluative in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of a wastewater treatment division; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Prepares a variety of special and recurring studies and reports; develops recommendations to improve treatment plant operations; coordinates plant activities with other divisions, bureaus and agencies.
5. Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations regarding wastewater treatment.
6. Provides technical assistance to staff.
7. Monitors, researches, develops and recommends improvements, modifications, enhancements and changes to the plant's Supervisory Control and Data Acquisition System (SCADA).
8. Confers with and advises bureau staff, consultants, engineers and contractors regarding wastewater treatment-related needs and requirements.
9. Through subordinates, ensures operational status of the plant's treatment system, facilities and processes; ensures treatment standards and goals are achieved through the proper operation and maintenance of facilities and equipment.
10. Ensures the City's safety program and goals are implemented and carried out in the plant's maintenance, repair and operation; develops and proposes safety requirements.
11. Participates in the analysis of trends such as population, industrial growth and the development of strategies to meet and serve expanding community needs.
12. Directs the improvement of management systems, processes and measurement techniques to improve division operations and effectiveness.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques and equipment used in operating and/or maintaining a large, state-of-the-art wastewater treatment facility.
2. Federal, state and local laws pertaining to the operation and maintenance of wastewater treatment facilities.
3. Theory, principles, methods and practices of civil engineering as applied to the construction, maintenance and operation of wastewater treatment plants and pumping stations.
4. Administrative principles and methods including goal setting, program development and implementation.
5. Principles and practices of budget preparation and administration.
6. Safety regulations, safe work practices and safety equipment related to the work.
7. Computer software applications related to the work, including modern, state-of-the-art supervisory control and data acquisition systems, and asset/work management systems.
8. Codes, regulations and guidelines pertaining to the work.

9. Principles and practices of effective human resources management and supervision.

Ability to:

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Manage and direct a large, complex wastewater pumping and treatment facilities.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Prepare, administer and monitor a division budget.
5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
7. Prepare clear and concise records, reports, correspondence and other written materials.
8. Exercise independent judgment and initiative within general policy guidelines.
9. Establish and maintain effective working relationships with those encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in civil engineering, public or business administration or a closely related field; and four years of supervisory experience in the operation and/or maintenance of a large wastewater treatment facility; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

May require a Level IV Wastewater Treatment Operator's Certificate issued by Oregon Department of Environmental Quality.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2001. This class is composed of positions from the following class(es):

1954 PUBLIC WORKS SUPERINTENDENT. Adopted: 07-01-92

June 2009 - Change Job Class number from 7633 to 30000674, due to system change.

Revised: August 9, 2010 – No longer single incumbent and other minor changes