



## WASTEWATER COLLECTION SYSTEMS MANAGER

**Department:** Planning and Public Works  
**Job Class #:** 904500  
**Pay Range:** Professional 11

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible managerial and technical work associated with the operation of the Pierce County Wastewater Collection System. An employee in this class is responsible for ensuring the performance and completion of others in the maintenance, supervision, and operation of a county-wide wastewater collection system.

### **ESSENTIAL FUNCTIONS:**

- Ensure all Collection System Facilities and understructure function properly, to protect the public and environmental health and safety.
- Manage the maintenance and operations of the Wastewater Collections System.
- Manage the division budget and approve expenditures.
- Identify process improvements and make decisions related to policies and work practices.
- Develop, implement, and monitor performance of programs to achieve maintenance operations objectives, and to meet established levels of service and asset management strategies.
- Maintain work records relating to the scheduling and execution of maintenance of collections activities.
- Ensure proper supplies and materials are purchased along with related equipment and tools necessary for field crews to perform their duties.
- Plan, prepare, and execute staff safety meetings, training, general reports and staff meetings involving operation of the collection system.
- Coordinate in the long and short range planning of the system to include budget projects and expansion of the system in keeping with growth of service areas.
- Provide supervision and management of assigned personnel by ensuring a work environment supportive of safe and productive work, communicating policies and goals of the Utility to employees enabling a high level of motivation and responsiveness to public service requirements.
- Establish division goals and objectives, and prioritize workloads to ensure work is performed in a timely manner through efficient use of manpower.
- Counsel and conduct employee performance reviews in a timely manner. Monitor employee career progression and assist where necessary reach agreed upon performance goals.
- Work with other management team members to develop and implement a cross training program which identifies training needs to further the education of the work force.
- Assist the Wastewater Laboratory Pretreatment Program when required to meet established goals.
- Work with other agencies both internal and external to Pierce County to develop agreements that are mutually beneficial.
- Manage the work unit responsible for overseeing contractors and competitive bidding process.
- Manage the hiring and discipline process within the Collection work unit.

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#### **ESSENTIAL FUNCTIONS: (continued)**

- Work may involve attending evening meetings, week-end assignments, and 24-hour availability during emergency situations.
- Attend scheduled meetings with department director, other department managers, contractors, consultants, and other internal and external agencies.
- Prepare management reports, correspondence, and memos regarding non-routine matters.
- Maintain regular, predictable and punctual attendance during regular scheduled work hours at assigned work site.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the general direction and supervision of the Wastewater Utility Manager who reviews the work through meetings, on-site inspection, and by overall evaluation of results obtained. The Wastewater Collections Manager manages and supervises the county-wide collection system. The use of independent judgment and initiative are necessary in the performance of the essential functions of the position.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Wastewater Collections System Manager work in an office environment located at an industrial treatment plant operation.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. A position in this classification is exposed to occasional loud noises, hazardous chemicals, fumes, and gases. Incumbents are required to work at a desk for prolonged periods of time; constant use and operation of a personal computer; drive to meetings or to various job sites located out in the field requiring hand and finger dexterity; inspecting construction site and pump or lift station sites requiring use of sight in order to observe, inspect, and monitor maintenance and repair activities. This position requires occasional standing, climbing and lifting of equipment or materials weighing less than 40 pounds.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Wastewater collections system operations and maintenance.
- Management principles to include planning, coordinating and controlling necessary to effectively employ human assets and equipment in maintenance of the collection system.
- Supervisory practices including hiring, performance appraisal, and employee disciplinary actions procedures.
- All tools, equipment, special vehicles, procedures and technical applications necessary to support daily operations.
- Safety and training practices and procedures associated with wastewater collection system operations including state and federal environmental regulations.

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#### **KNOWLEDGE, SKILLS, AND ABILITIES: (continued)**

##### **Skill in:**

- Use and operation of personal computer, spreadsheets software, and related computer programs and equipment.

##### **Ability to:**

- Manage and supervise the collection system operations.
- Develop, implement, and monitor detailed budget and expenditures.
- Plan, develop, and implement long and short range plans and goals.
- Read and interpret detailed engineering plans and specifications and apply manpower in accomplishing various maintenance and modification projects throughout the collections system.
- Supervise, train, evaluate, and provide technical direction to supervisory and technically skilled staff.
- Prepare detailed oral and written reports. Including making recommendations regarding collection system changes or system upgrades to managers, engineers and department director.
- Work effectively with other agencies both internal and external to Pierce County including coordination of project activities with other county departments, public or private utilities, and contractors.
- Establish work priorities and ensure work is performed in a timely manner.
- Maintain records of collection system maintenance, repair, and construction activities and keep track of collection system assets.
- Establish and maintain effective working relationships with state and local officials, department managers, employees, and their representatives and the general public.
- To meet the travel requirements of the position.
- Work a varied shift schedule, attend evening meetings, and be available on a 24-hour basis.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Graduation from a two year college or technical school with an Associate Degree in Wastewater Management or other related field is mandatory. A minimum of ten (10) years progressive experience in wastewater collection operations, five (5) years of which must be in a supervisory capacity. Additional equivalent experience beyond the stated above may substitute for the educational requirement on a year-for-year basis.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A Washington State Collections Certification Group 2 or higher is desired. A First Aid and CPR Card is desired. Satisfactory physical condition, as evidenced by a County-approved physician may be required prior to appointment.