



WASTEWATER OPERATIONS MANAGER

Department: Planning and Public Works
Job Class #: 567600
Pay Range: Professional 11 (salaried)

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 supervisory, administrative, technical and managerial work involving the Pierce County Wastewater Treatment Facility, biosolids management, fertilizer manufacturing plant, and reclaimed water. An individual in this position must possess a variety of critical skills necessary to direct daily plant operations to include budget, technical applications of all treatment processes, personnel management, training and budget development and control.

ESSENTIAL FUNCTIONS:

- Responsible for Wastewater Treatment, Biosolids Fertilization Manufacturing, and reclaimed water facilities, to include being legally responsible under Washington Administrative Code for operation of the Wastewater Treatment Facility in compliance with State National Pollutant Discharge Elimination System (NPDES) permit and Industrial Pretreatment Program.
- Evaluate wastewater process trends and discuss findings with subordinate supervisors; set process control parameters to ensure treatment of effluent meets N.P.D.E.S permit requirements based on a determined level of service.
- Conduct short and medium range planning to deal with budget requirements and expenditures requiring technical knowledge and forecasting techniques based on regulatory developments, environmental issues, trends and current/future methods of treating wastewater.
- Work with subordinate supervisors to develop monitoring tools and procedures to ensure the effective evaluation and use of power, chemicals, time and materials in the treatment process.
- Manage the development and implementation of plans of staff work schedules to ensure appropriate shift coverage and the optimal usage of labor resources.
- Work with other managers to evaluate the wastewater treatment plant safety training program, plant Standard Operating Procedures (SOP's), and equipment maintenance procedures to ensure compliance with applicable regulations and safety, and efficient plant operations.
- Work with and direct the Operations, Laboratory, Supervisors and staff to coordinate operations, maintenance, and monitoring needs and services for efficient plant operations.
- Direct the Laboratory Supervisor in the development and implementation of industrial pretreatment criteria necessary to promote effective treatment plant operations.
- Participate in the coordinating efforts of collection system maintenance and wastewater treatment to identify illegal dumping activities.
- Review plant biosolids management and hauling programs to ensure compliance with output and equipment capability; direct plant processing adjustments where necessary.
- Direct and monitor the Biosolids management and Fertilizer Manufacturing Plant processes and make recommendations and changes to comply with NPDES requirements.
- Work within a collaborative environment with other management team members to confer and work with regulatory agencies in the formulation and acceptance of NPDES permit requirements and biosolids regulations.

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ESSENTIAL FUNCTIONS: (continued)

- Work within a collaborative environment with other management team members by providing documentation and input to the process of capital outlay decisions that are necessary for specific plant requirements and future construction.
- Maintain a current knowledge of developments in wastewater treatment technology, projection for increases in wastewater treatment needs and proposed changes in wastewater discharge and treatment regulations; participate in the review of proposed plant modifications and upgrades, periodic construction reports and equipment and process performance tests.
- Work within a collaborative team environment with other management team members to address interested citizen groups on treatment issues and environmental concerns.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, within the Department, Division, Maintenance and Operations Section employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work involves application of sound management principles, concepts and theories with considerable freedom to exercise independent judgment and initiative required to direct activities. Work is supervised and reviewed through conferences and evaluation of reports by the Maintenance and Operations manager. This position is responsible for direct and indirect supervision of employees in a treatment facility, including subordinate supervisors. Work is reviewed for fulfillment of the Division and Department objectives, conformance with governing laws, adherence to budget, and support and furtherance of Department goals.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is typically performed in an office environment within a wastewater treatment plant. Incumbents may be exposed to hazardous conditions, such as slippery floors and exposure to chemicals, gases, fumes and noxious odors. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Wastewater treatment processes and plant operations.
- Management principles and practices of public and business administration necessary to develop and control budget expenditures and work of human resources.
- Current scientific and technical literature, trends and developments in the field of wastewater treatment.
- Piping systems, pumping schemes, chemical handling systems, digester mixing.
- Computer applications necessary to fulfill job functions.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Assist in determining short range and immediate needs for plant expansion, construction and maintenance.
- Direct the quick and proper corrective action to subordinates on maintenance, treatment control and construction matters.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in Environmental Sciences, Biology Management or a related discipline and eight (8) years' experience in Wastewater Treatment plants, five (5) of which must be in a supervisory position of a Secondary Wastewater Treatment Plant. OR any equivalent combination of education and experience is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Individual must possess a valid State of Washington Wastewater Treatment Plant Operator IV License and a valid Washington State Driver's License. Must possess or be able to obtain a First Aid, CPR and AED certification within first (6) six months of employment. Satisfactory physical condition as evidenced by a County approved physical examination may be required to appointment of position. Ability to successfully complete all required background investigations.