



| | | | |
|-----------------------------|---------------------------------------|--------------------|--------|
| Classification Title | Wastewater Operations Program Manager | Code | 568600 |
| Department | Planning & Public Works | FLSA | Exempt |
| Pay Range | Professional 09 | Represented | No |

GENERAL SUMMARY

This role focuses on assisting the Wastewater Operations Manager with the management of operational programs within the Wastewater Treatment Plant. Primary emphasis is operational program delivery according to prescribed scope, schedule, and budget specifications.

SERIES CONCEPT

The Wastewater Operations Program Manager reports to the Wastewater Operations Manager. The Wastewater Operations Program Manager oversees the day to day operations of the Wastewater Treatment Plant.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Develop program and emergency plans, objectives and strategies. Determine appropriate implementation and monitor progress.
- Evaluate business practices and assist in establishing appropriate service and staffing levels allocating resources to devise the most efficient methods of accomplishing work.
- Based on asset management principles, plan optimize and document the operation of major systems within the treatment facility.
- Develop and monitor budgets and authorize purchases within limits of authority.
- Assign, review, and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolutions; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences. Provide on-the-job training to newly assigned or reassigned employees.
- Inspect facilities for safety compliance, ensure staff is complying with applicable safety rules and regulations; review injury reports and recommend corrective actions; conduct safety training.
- Identify and implement opportunities for improvement and coordinate the implementation of changes.
- Compile and analyze data, prepare reports and record work accomplished.
- Provide technical assistance to staff, other department staff and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.



Other Job Functions

- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Six years of progressively responsible work experience in a wastewater treatment facility, which includes two years of lead or supervisory experience OR any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the position is required.

Licenses or Certifications

A valid Washington State driver's license or the ability to otherwise meet the travel requirements of the position is required.

OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment. Work a flexible schedule, which may include evenings, weekends, and holidays.

PREFERRED QUALIFICATIONS

Bachelor's degree in a related field is highly desired.

Possession of a Washington State Wastewater Treatment Plant Operator's Certificate preferred.

SUPERVISION

This position reports to the Wastewater Operations Manager. The Wastewater Operations Program Manager provides direct and indirect supervision of employees.

COMPETENCIES

Knowledge of:

- Principles and practices associated with Wastewater Treatment, permit compliance, process monitoring, system evaluation and asset management.
- Principles and practices of public administration, organization and human resource management.
- Department policies, procedures, regulations, and applicable bargaining agreements.
- Hazards and safety precautions.
- Purchasing procedures.
- Applicable federal, state and local laws, rules, regulations, policies and procedures.

Skill in:

- Team building, leadership and motivation.
- Problem resolution.
- Goal and objective setting.
- Use and operation of a personal computer and a variety of software used in data analysis, report writing, communication, scheduling, asset management, and computerized control.



Ability to:

- Work independently with minimal supervision and as part of a team.
- Understand and follow complex written and oral instructions.
- Analyze and interpret findings and prepare comprehensive reports, procedures, and other documentation.
- Operate and train others to operate plant systems, equipment and instrumentation safely and effectively.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- 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.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Exposures | Frequency Working in Designated Environment |
|--|---|
| Individuals who are hostile or irate | Sometimes |
| Extreme cold (<i>below 32 degrees</i>) | Seldom or Never |
| Extreme heat (<i>above 100 degrees</i>) | Seldom or Never |
| Communicable diseases | Seldom or Never |
| Moving mechanical parts | Sometimes |
| Fumes or airborne/blood borne | Sometimes |
| Toxic or caustic chemicals or substances | Seldom or Never |
| Loud noises (<i>85+ decibels such as heavy trucks, construction</i>) | Seldom or Never |

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Ability to move throughout an office and plant environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Work is performed in an office environment within a treatment plant, incumbents may be exposed to hazardous conditions, such as slippery floors and exposure to chemicals, gases, fumes and noxious odors. Occasional travel is required to attend meetings at other county sites and locations or participate in work-related assignments.