

## CITY OF McCLEARY JOB DESCRIPTION

**Job Title:** Treatment Plant Manager

**Department:** Public Works

**Reports To:** Director of Public Works

**Effective Date:** November 16, 2012

This is a full-time, overtime eligible position. The Treatment Plant Manager is not a Civil Service employee, and union membership (or lawful membership alternative) is required. It is anticipated that the employee in this position will be required to attend meetings and to maintain required credentials through continuing education. The Treatment Plant Manager may be called back to work before or after regularly scheduled work hours or on scheduled days off.

### FUNCTION AND PURPOSE

The Treatment Plant Manager has the primary responsibility for the routine operation, maintenance of, and improvements to the City's water and wastewater treatment facilities. This entails the ability to install, inspect and repair all of the equipment that is necessary to these processes and to ensure that they function properly at all times. This position directs the activity of employees within this department, assigning tasks and ensuring their completion.

### SUPERVISION RESPONSIBILITIES

The Treatment Plant Manager shall supervise in a lead capacity and be responsible for directing and overseeing the work activities of the water and wastewater treatment plants. This position functions as a technical resource when planning, scheduling and directing work in the field. He/she makes personnel recommendations to the Director of Public Works and provides training to employees.

### JOB DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Director of Public Works. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

#### I. Operations and Maintenance

The Treatment Plant Manager shall:

- \* be in "responsible charge" of the water treatment facility and wastewater treatment facility
- \* oversee and direct the day to day operations and maintenance of the City's water and wastewater treatment facilities and ensure these activities are completed according to acceptable public health practices and industry standards
- \* Coordinate with the Public Facilities Manager for utility maintenance crew time to perform routine maintenance

- \* understand the methods and techniques of troubleshooting for mechanical and electrical control systems
- \* assist in the development and implementation of modern operating procedures in accordance with rules, regulations and procedures.
- \* develop preventive maintenance programs; inspect treatment and other system components for malfunctions and make necessary repairs
- \* investigate complaints relative to the operation of the water and wastewater facilities and initiate appropriate action to achieve appropriate resolution; coordinate with others as appropriate
- \* train employees in the proper use of materials, equipment, hand tools, and procedures
- \* identify unsafe working conditions and take action to immediately correct
- \* recommend improvements/revisions to City safety rules and procedures
- \* plan, schedule and assign daily work projects and prepare reports relative to the completion of projects
- \* operate a variety of light and heavy equipment as needed
- \* ensures that safety precautions and procedures are followed in all work activities
- \* inspect work of crews during work in progress
- \* participate in professional meetings, seminars and other meetings as necessary
- \* determine and implement remedial actions in emergencies, including following directives issued by regulatory agencies to correct deficiencies.

## II. Process Control and Record Keeping

The Treatment Plant Manager shall:

- \* analyze and review recording/instrument readings and laboratory tests; determine sites and causes of any malfunctions; adjust various treatment processes or other components accordingly
- \* possess knowledge of operations, services and activities of water and wastewater treatment programs, methods, and techniques used in the industry
- \* understand principles of chemistry and biology associated with the concepts and theories of system processes
- \* oversee sample collection and laboratory testing, interpreting test results, and direct process control changes as required in accordance with applicable laws
- \* perform source water quality monitoring and take follow up action if necessary

- \* maintain records of operation and performance as required by state and/or federal regulatory agencies and as may be required by the City Administration
- \* prepare reports required by state and/or federal regulatory agencies and ensure the required reports are submitted in a timely manner
- \* establish and maintain appropriate procedures for treatment plant processes, tests and analysis, including when and how plant process adjustments should be made based on analyzed data
- \* understand and project expenses of department budgets

### III. Development Inspection

The Treatment Plant Manager shall:

- \* Assist in determining that the work and material meets with City's Development Standards.
- \* Provide tertiary City inspection of all developer extensions and subdivision improvements of water distribution system, sanitary sewer system, storm water system, roadway and trails for compliance with City, State and Federal standards.

### IV. Miscellaneous

As a person in "responsible charge", the Treatment Plant Manager is required to be available 24 hours per day (voicemail, cell phone, etc.).

In addition to other job duties, the Treatment Plant Manager shall perform miscellaneous work tasks as determined by the City Administration, including carrying out any other work duties as may be assigned by the Director of Public Works or the Mayor.

## **ACCOUNTABILITY**

The Treatment Plant Manager shall be accountable to the Mayor through such chain of command and such officials as the Mayor may from time to time direct, including the Director of Public Works.

## **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently, to include:

- \* a thorough knowledge of wastewater treatment and public drinking water systems
- \* the ability to coordinate with other managers within the department to utilize additional department resources
- \* the ability to maintain the appropriate certifications required by the State of Washington to be the primary responsible individual in charge of the daily operational activities of the water and wastewater treatment facilities

- \* the knowledge and ability to monitor the operation of the water and wastewater treatment plants, including but not limited to the review of laboratory data, sewage flow, digester operations, sludge characteristics and disposal, and bypass occurrences
- \* methods, practices, procedures, and equipment used in the treatment, operation, maintenance and repair of municipal water/wastewater treatment systems.
- \* knowledge and practical application of City and departmental rules, regulations, and policies.
- \* knowledge and practical application of modern management and supervisory techniques.
- \* thorough knowledge of laboratory techniques in sampling and testing of samples
- \* ability to understand and follow written and oral instructions
- \* ability to apply plan, organize, coordinate, assign and evaluate the work of assigned staff.
- \* ability to communicate effectively, both orally and in writing
- \* ability to perceive three dimensions and to distinguish colors
- \* thorough understanding of the functional nature of plant mechanical equipment and knowledge of electrical and telemetric control systems
- \* considerable knowledge of safe working procedures and practices; skill in using a variety of potentially hazardous tools, equipment, and vehicles safely
- \* ability to establish and maintain effective working relationships with other employees, agencies, and the general public
- \* ability to perform manual labor for extended periods under dirty and uncomfortable situations in all types of weather
- \* ability to operate a personal computer and other office equipment

### **WORKING CONDITIONS**

The work environment characteristics 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.

The Treatment Plant Manager may work either indoors or outdoors in adverse weather conditions as required. Exposure to hazards is commonplace. Among the hazards encountered are dampness, direct sunlight, communicable disease, machinery or its moving parts, dust, pollen, epoxy chemicals, insect bites or stings, liquid chemicals, noisy work area, noxious odors, and smoke, wet and/or humid conditions and vibration. Additional hazards encountered may include confined spaces, open trenches, risk of electrical shock, and exposure to toxic or caustic chemicals such as solvents, and chemical fumes, chlorine, ammonia, and hydrogen sulfide. Use of a respirator and protective clothing may be required to perform various elements of the job. Protective clothing required for completion of some job requirements may include rubber boots, rubber or plastic gloves, safety equipment, hard hats, and/or other specialized protective equipment.

**PHYSICAL REQUIREMENTS**

The Treatment Plant Manager must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to:

- \* stand or walk for long periods of time
- \* work in or over water
- \* working at heights or on a scaffolding
- \* lift or carry up to 100 pounds.

Job requirements may include the ability to climb, bend, and work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard. He/she must be able to disassemble, repair and install valves, switches, motors and related equipment and must have the ability to use standard hand tools and equipment such as wrenches and screwdrivers.

**RECRUITING REQUIREMENTS**

- \* High school graduate or equivalent
- \* Valid Washington State Driver's License
- \* Washington State Water Treatment Plant Operator I Certification
- \* Washington State Group II Wastewater Operator Certification
- \* 3-6 years experience with water and wastewater treatment plants
- \* Some training in chemistry, biology, process control and mechanical and electrical maintenance desirable

**EXPERIENCE AND TRAINING**

Any combination of experience and training that provides the desired skills, knowledge and abilities.

**NOTIFICATIONS**

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and/or other employees.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not make any promises of specific treatment, nor does it constitute an employment agreement between the City of McCleary and the employee. The job description is subject to change as the needs of the Employer and requirements of the job change.

Check One:

I currently hold the position of Treatment Plant Manager \_\_\_\_\_

I am a candidate for the position of Treatment Plant Manager \_\_\_\_\_

I certify that I have read and understand the contents of this job description. I understand that my signature does not create an employment agreement nor offer any promise of specific treatment.

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Print Name

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Signature

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Date