



CLASS SPECIFICATION

Class Code: 18152
Date Est: 07/2016
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

WASTEWATER TREATMENT PLANT MANAGER

DEFINITION

Under direction, develops, plans and oversees the operation and maintenance of Washoe County's wastewater treatment plants; supervises wastewater treatment plant contract staff; provides direction on work planning and daily operations; implements new treatment processes; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in civil engineering, environmental engineering, chemistry, biology or a closely related field AND two years of progressively responsible experience in wastewater treatment plant operations to include one year of supervisory or lead experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Must possess a valid wastewater treatment plant operator certificate within twelve months of appointment.

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage and direct the day to day operations of Washoe County's wastewater treatment facilities and reclaim water processes.

Plan, prioritize, assign, supervise and review the work of wastewater treatment plant contract staff.

Review plant process trends, graphics and data to make recommendations on wastewater treatment plant processes to increase efficiency and cost savings. Oversee the implementation of recommended improvements.

Coordinate with engineering staff to evaluate current processes and feasibility of proposed process improvements.

Prepare and administer contracts, requests of proposals and other related procurement documents.

Review and oversee quality control of sampling and testing processes and procedures.

Coordinate sampling operations and laboratory testing to ensure that wastewater treatment plant operations meet all regulatory requirements.

Ensure compliance with discharge permits, OSHA regulations, health codes and associated regulatory permits.

Provide technical reports to local and state regulators on wastewater treatment monitoring, sampling and testing.

Coordinate maintenance activities including management of vendor contracts and activities.

Provide input and recommendations for capital improvement project planning and development for all utilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Operations, protocols and activities of Washoe County wastewater treatment facilities.

Departmental/divisional policies and procedures.

Department specific computer software and hardware.

Ability to:

Diagnose and correct operational inefficiencies.

Recommend and implement wastewater treatment plant process improvements.

Identify work methods and procedures that improve upon safe work practices within wastewater treatment facilities and laboratories.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of wastewater treatment plant operations to include wastewater treatment processes and production of reclaim water.

Wastewater standards as defined in the "Standard Methods for the Examination of Water and Wastewater."

Principles and methods of activated sludge wastewater processes and analyses.

Principles of supervision, training and work planning.

Contract administration and procurement processes.

Safe work practices within wastewater treatment facilities and laboratories (OSHA regulations and other safety organization requirements).

Ability to:

Analyze and interpret data in order to develop process improvement recommendations.

Establish priorities and organize work to meet schedules and deadlines.

Interpret and apply codes, regulations, policies and procedures.

Use sampling and testing methods related to wastewater treatment.

Operate a personal computer and software programs related to process control.

Write technical reports and maintain record keeping systems.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with contract staff, other government agencies, department staff and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to frequently stand, walk, stoop, squat, crawl and kneel. Ability to lift and move objects weighing up to 50 pounds. Ability to work outdoors with exposure to chemicals, hazardous material, open tanks, high voltage equipment, wastewater by-products, varying temperature and weather conditions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.