



CLASS SPECIFICATION

Class Code: 60019600
Date Established: 11/2024
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: exempt
Probation: 12 months

UTILITY SYSTEMS MANAGER

DEFINITION

Under general direction, plans, organizes, supervises the function, activities, and staff of Washoe County's wastewater treatment plants and related facilities; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Six years of full-time professional civil engineering experience including two years of supervisory experience in the field of wastewater treatment AND a bachelor's degree from an accredited college or university in civil engineering, environmental engineering, chemistry, biochemistry, or a closely related field; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Registration as a Professional Engineer within the State of Nevada or a jurisdiction recognized for purposes of reciprocity by the Nevada State Board of Registered Professional Engineers and Land Surveyors is required at the time of application and must be maintained for continued employment in this classification.

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Incident Command System (ICS) 100/200 Certification is required within six months of appointment and must be maintained for continued employment in this classification.

Incident Command System (ICS) 300 Certification is required within eighteen months of appointment and must be maintained for continued employment in this classification.

Nevada Cross Connection Control Specialist Certification is required within one year of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

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

Monitor, manage, and oversee the infrastructure and maintenance of the Washoe County water reclamation and recycled water treatment and distribution facilities.

Manage emergency events at Washoe County wastewater reclamation and recycled water facilities.

Plan, organize, and direct the design of a variety of public works projects that support the wastewater, recycled water distribution systems, and sewage collection systems program.

Supervise assigned staff, which includes staff selection; assigning, scheduling, planning, organizing, administering and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Confer and work closely with supervisors and staff to provide direction, leadership, and develop policy to ensure effective plant operations.

Ensure compliance with federal, state and local requirements; direct the preparation of discharge monitoring reports in alignment with local, state, and federal permits.

Direct the maintenance of accurate records and files; ensure appropriate record keeping and reporting to regulatory agencies.

Assist in the development and implementation of the County's strategic plan; participate in capital improvement planning and evaluation.

Review and approve financial requisitions by developing approaches to minimize costs while maintaining or increasing service levels.

Assist in the preparation and administration of an annual operating budget and capital improvement plan.

Direct and participate with process improvement teams in the review, recommendation, and implementation of improved policies, procedures, and work practices.

Assist in overseeing County and Utility safety programs; ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Department/division policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

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

Regulations, statutes, policies, codes and standards applicable to assigned areas of engineering.

Ability to:

Diagnose and correct operational inefficiencies and recommend and implement wastewater treatment and recycled water process improvements.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

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

Knowledge of:

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

Applicable permit standards, laws, codes and regulations related to operation of a major wastewater treatment plant.

Principles and practices of wastewater collection and tertiary treatment and disposal.

Principles and practices of effective supervision including leadership, motivation, development, team building,

conflict resolution, employee training, performance evaluation, and discipline.

Contract administration and procurement processes.

Budgetary principles and practices including engineering economics and cost estimating techniques.

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

Principles and practices of emergency management.

Ability to:

Analyze complex operating problems, evaluate alternatives, and make sound recommendations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Calculate time, material, cost estimates and economic evaluations of engineering projects.

Adapt approved engineering methods and standards to the design and construction of a variety of public works projects.

Perform technical research work and give accurate advice on the resolution of engineering problems as they relate to compliance with regulatory standards and criteria.

Analyze data, prepare bid specifications, and track expenditures.

Interpret, draft, and apply legal documents, complex laws or codes, regulations, policies and procedures.

Analyze and interpret data to develop process improvement recommendations.

Explain technical information to a variety of audiences in an understandable manner.

Establish priorities and organize work to meet schedules and deadlines.

Manage emergency events related to area of assignment.

Use sampling and testing methods related to wastewater treatment and recycled water production and distribution.

Operate a personal computer and software related to process control.

Prepare and direct the preparation of a variety of written correspondence, technical reports, and other written material.

Communicate effectively, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

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 25 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.