

CITY OF WINTER GARDEN

Classification Description

CLASSIFICATION TITLE:	Wastewater Treatment Manager	FLSA Status: N
DEPARTMENT:	Public Services Department	Union Status: N/A
JOB CODE: 529		

WORK OBJECTIVE

This is responsible supervisory and management of specialized work over the entire operation of the wastewater treatment facilities, industrial pretreatment program, reclaimed water production and water conservation program. Work involves the effective and efficient operation of the wastewater facilities in accordance with City and regulatory agency guidelines. The individual has primary responsibility for the operational control and maintenance of the wastewater facilities and responsibility for the maintenance of facilities equipment. Work is reviewed through reports, observation and results obtained. An operator of equal class or higher will assume his duties. Work is performed under the supervision of the Assistant to the City Manager, Public Services or his/her designee.

ESSENTIAL FUNCTIONS

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Supervises and manages the operation of all wastewater treatment facilities and processes.
- Plans, organizes and supervises the operation of all facilities equipment.
- Schedules and coordinates maintenance and repairs of facilities equipment and structures.
- Evaluates laboratory results and processes control tests to determine if the proper operations of processes are being maintained.
- Keeps records of all treatment facilities operational parameters. Maintains records pertaining to the facilities operations.
- Prepares required reports and summary sheets that are sent to regulatory agencies regarding the operation of the facilities.
- Involved in employee training in the correct operation and maintenance procedures of the various facilities processes, equipment and safety procedures.
- Insures that the facilities are in compliance with established guidelines and regulations.
- Manages and oversees the operation and maintenance of irrigation and other systems for effluent disposal.
- Manages and supervises the industrial pretreatment program.
- Manages and supervises the water conservation program including public education and enforcement.
- Manages personnel and administers personnel policies.
- Manages wastewater treatment plant sludge disposal processes. Maintains and keeps for ready use, data on the wastewater treatment, effluent and sludge disposal programs.
- Recommends hiring, transfer, lay-off, recall, promotion and discharge of employees to the Assistant Utilities Director. Conducts performance evaluations.
- Willing and able to answer all types of emergency and trouble calls during hours not normally worked that deal with operational problems to assure smooth wastewater facilities operations continually.
- Performs necessary clerical work for payroll, invoices and project reports as needed.
- Supervises and manages the City's Industrial Pretreatment Program and Water Conservation Program.
- Performs other assigned duties as required.

MINIMUM QUALIFICATIONS

Graduate from an accredited College or University with a Associates of Science Degree in Environmental Science, Engineering and/or Management; Bachelors of Science Degree preferred; supplemented by five years experience in wastewater treatment plant operations, or an equivalent combination of training, education and experience. Possession of a valid Class " A " Florida Wastewater Plant Operator's Certification, Possession of an acceptable Florida Commercial Drivers License.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern methods of secondary wastewater treatment, including activated sludge, aerobic digestion, sand filters, industrial pretreatment, etc.

Knowledge of the mechanical, biological, chemical, and physical characteristics of wastewater treatment and disposal systems.

Knowledge of the occupational hazards and safety precautions of the work.

Thorough understanding of sewage treatment processes, wastewater biology, and the operation of sewage treatment equipment, including pumps, motors, aeration equipment, sludge collectors, digester, chlorinators, and related equipment used in the treatment processes.

Ability to read, record, and interpret meters, charts, graphs, drawings, plans, laboratory reports, operation and maintenance manuals, etc. Ability to troubleshoot the process and equipment used in these programs.

Ability to analyze mechanical problems and take corrective action.

Ability to supervise, train, and direct the activities of subordinates in an effective manner.

Ability to give effective oral and written instructions.

Ability to establish and maintain effective working relationships with subordinates peers, and management.

Physical strength and agility sufficient to do strenuous tasks under varying weather conditions.

Basic knowledge and use of PC computers and software programs used by the City.

PHYSICAL REQUIREMENTS

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS

Tasks are performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for prolonged exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around moving vehicles and associated vehicle/equipment

areas, where heightened awareness to surroundings and adherence to established safety precautions is essential in avoidance of injury or accidents.

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date