



**City of Klamath Falls**

**Position Description**

Position: Wastewater Systems Manager	Group: Non-represented
Department/Division: Public Work/Wastewater	FLSA: Exempt
Evaluated by: Public Works Director	Salary Grade: 128

**Summary**

Under the general direction of the Public Works Director, the Wastewater Systems Manager is an exempt position under FLSA. The Wastewater Systems Manager plans, manages, coordinates, and participates in operations of the City’s wastewater treatment facilities, pump stations, related collection and stormwater infrastructure in accordance with City policy and governmental regulations. This is a manager position. The incumbent carries out managerial responsibilities in accordance with the City’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems. Performs related duties as required.

**Distinguishing Career Features**

The Wastewater Systems Manager is a management level position that assists the Public Works Director in administering the overall operations of the City’s established mission and goals. The incumbent is a first-line managerial position, certified as an Oregon Level IV Wastewater Treatment Operator who is qualified to operate and maintain wastewater collection and treatment equipment and systems, inspect and administer the storm water systems. This position requires competency in professional communication skills to coordinate with all City departments/divisions, contractors, and to build and train a high-performance team providing service to the community on a continuous 24-hour daily basis.

**Essential Duties and Responsibilities**

- Integrates daily service with budgetary development and administration, capital improvement development, and continuous compliance with federal, state, and local permits.
- Plans, schedules, manages, and coordinates work by determining resource needs, directing, and participating in the work of assigned teams.
- Participates in bid preparation and acts as City liaison for construction projects and upgrades to the treatment plants, and pump stations.

- Establishes work performance standards that comply with City goals and regulations governing wastewater treatment.
- Professionally communicates Wastewater Division's work, quality standards, required procedures, and safety to staff, City departments/divisions, contractors, and customers. Monitors work-in-progress and reviews performance.
- Reviews laboratory, operations, and maintenance logs to evaluate system performance, and on-the-fly decisions. Identify trends in data and test results and forecasts operations and systems needs and changes to remain compliant.
- Manages and participates in regulatory compliance activities that include outfall surveys, interagency permitting, and reporting. Provides technical and process leadership to wastewater treatment operators and ensures that measurements and data are correct.
- Develops the biannual budget by reviewing historic expenditures and trends, projecting upcoming expenditures and commitments. Sets up routines to monitor costs, understand variances, and forecast fiscal requirements six months out.
- Manages the flow of information from field operations and disseminates through the Division. Prepares data into useful formats for communications.
- Provides training for operators with emphasis on safety and process operations. Coordinates and performs operational maintenance projects and tasks.
- Conducts regular inspections of the quality of wastewater treatment, and related services. Performs and/or monitors performance of process control analyses. Interprets results and makes process adjustments.
- Supervises and operates equipment such as pumps, bar screens, clarifiers, digesters, sludge pumps, blowers, aerators, chlorinators, control panels, and related equipment.
- Oversees staff determining pumping rates and dosage adjustments, and whether to bring equipment on-line or take it off-line.
- Coordinates maintenance and repairs. Trouble shoots equipment failures and identifies maintenance needs. May make repairs.
- Ensures accurate records of process and lab results to ensure sample protocol and regulatory requirements.
- Ensures that chemical response readiness is always active. Responds to and handles emergency situations. Provides essential services for the treatment plant that are weather related or in response to other emergencies.
- Responds to project requests from other City Departments.
- Writes work reports, time reports, and general correspondence.
- Investigates and responds to complaints and contract disputes.
- Represents the Wastewater Division in meetings as directed.

- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires in-depth technical knowledge of the modern principles and standards for secondary wastewater treatment and collection systems and related processes, applicable environmental safety practices, and equipment used in wastewater treatment. Requires in-depth knowledge of process control equipment and process troubleshooting techniques. Requires in-depth knowledge of the processes and chemicals used in testing and treating wastewater. Requires a working knowledge of the operating characteristics of pumps and pumping equipment, wastewater laboratory equipment, sampling and testing procedures. Requires in-depth knowledge of data management and computer-aided lab operations, and decision support hardware and software. Requires an in-depth knowledge of chemistry, the properties of water, and the use of re-agents to change constituency of effluent. Requires a working knowledge of water flow and water quality principles, practices, and regulations. Requires knowledge of and skill at using computer applications for administrative and technical purposes. Requires sufficient language and writing skills to prepare detailed technical documentation of activity. Requires well-developed math skills to perform data trending, statistical reviews, and complex math computations. Requires well-developed human relations skills to communicate technical concepts to technical and non-technical staff, contractors, and external customers in a personable and professional manner. Requires skills in planning and coordinating the work of unskilled, semi-skilled and skilled staff. Requires skills to professionally make presentations, conduct training, team building, performance reviews, and coordinate with other City departments/divisions, contractors, and external customers.

- **Abilities**

Requires the ability to professionally and respectfully communicate. Requires the ability to organize and supervise work activities of individuals and teams engaged in maintenance, troubleshooting, repair, lab, and construction. Requires the ability to manage and participate in all operational processes and procedures connected with wastewater treatment. Requires the ability to analyze and interpret specific chemical and biological readings. Requires the ability to develop and administer budgets and prepare cost and cash flow forecasts. Requires the ability to use computer-aided hardware and software, laboratory equipment, and use of tools, power equipment, and specialized process related equipment. Requires ability to make recommendations on the cost and effectiveness of projects; interpret an extensive variety of technical instructions in mathematical or diagram form; read and interpret documents such as work orders, diagrams, contracts, design specifications, statutes, regulations etc.; interpret technical instructions in mathematical or diagram form; to communicate effectively verbally and in writing; perform mathematical computations applying concepts of basic algebra and geometry; maintain and prepare records, reports and correspondence. Must be able to effectively deal with difficult personalities and stressful situations. Must be able to work independently, apply sound judgement, and maintain strict confidentiality. Must be able to develop and maintain cooperative and effective working relationships with other employees, supervisors, and citizens. Requires the ability to be timely in customer service responses. Must be able to attend work as scheduled and when required.

- **Physical Abilities**

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 accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on an intermittent basis, pushing, pulling, guiding over 50 pounds on an infrequent basis. Requires the ability to stoop, kneel, and crouch to place and move work objects. Requires the ability to perform full arm extension and movement out and overhead. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information. Requires the ability to work on varying work shifts and in disagreeable work conditions that have septic and chemical exposure risks. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, peripheral vision and the ability to adjust focus.

- **Education and Experience**

The position typically requires a Bachelor's degree in civil engineering, chemistry, biology, waste treatment, or similar environmental fields and three years of progressive experience as a Level IV Wastewater Treatment Operator. An Associate's degree and a Wastewater Treatment Level IV certification with six years of progressive experience may be accepted. This position requires two years of supervisory experience.

- **Licenses and Certificates**

Must obtain and maintain a valid Oregon driver's license. Oregon Level IV Wastewater Treatment System Operator certification (or equivalent reciprocity). Confined Space Recovery.

- **Pre-Employment**

Job offers are contingent upon the individual passing a pre-employment drug screen, fit-for-duty exam and having a clean driving record.

**Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. Work is performed indoors and outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, septic situations, extreme temperatures and odor. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and machinery vibrations. Occasionally the employee works in treatment process, construction, and confined space environments. The noise level in the work environment is usually moderate to loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.