



DEPARTMENT/ DIVISION: Public Works/Water Recovery Division

GRADE: M-6

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: January 2019

SUMMARY

Plans, manages, coordinates, and participates in operations of the City's wastewater treatment facilities, pump stations, and related collection and distribution infrastructure. Assures that operations comply with State and Federal regulations while meeting specific quality and effluent standards.

DISTINGUISHING CAREER FEATURES

The Water Recovery Division Manager is a first-line managerial position, certified as a Level IV Operator in treatment, and is qualified to operate and maintain wastewater collection and treatment equipment and systems, and inspect and administer certain aspects of the storm water systems. The Manager integrates daily service with budgetary development and administration, capital improvement development, and continuous compliance with federal, state, and local permits. The Manager requires competency in building and training a high-performance team providing service to the community on a continuous 24-hour daily basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, schedules, manages, and coordinates work by determining resource needs, directing and participating in 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. Communicates work and quality standards and safety to staff. 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 annual 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 of 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 make process adjustments.
- Supervises and may operate equipment of one or more wastewater treatment plants such as pumps, bar screens, clarifiers, digester's, 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 active at all times. Responds to and handles emergency situations. Provides essential services for the treatment plant that are weather related or in response to other emergencies.
- Performs other duties as assigned that support the overall objective of the position.

SUPERVISORY RESPONSIBILITIES

This is a supervisory 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 effluent. 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 skill to prepare detailed technical documentation of activity. Requires well-developed math skill to perform data trending, statistical reviews, and complex math computations. Requires well-developed human relations skill to convey technical concepts to others including external customers, conduct training and team building, review performance, and make presentations.

- **Abilities**

Requires the ability to carry out the essential functions of the position. 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.

- **Physical Abilities**

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.

- **Education and Experience**

The position typically requires a Bachelor's Degree in a civil engineering, chemistry, biology, waste treatment, or similar environmental field, certification as a Level IV Operator, and including three years of progressive experience in a Level IV wastewater treatment system. An Associate's degree may be accepted with a Level IV certification and six years of progressive experience.

- **Licenses and Certificates**

Requires a valid driver's license. Reciprocal Wastewater Operator Certification Level IV. Confined Space Recovery.

- **Working Conditions**

Work is performed indoors and outdoors where extensive safety considerations exist from physical labor, moving equipment, chemical reactions, septic situations, and temperature, odor, and noise extremes.

The City of Klamath Falls is an Equal Opportunity Employer (EOE). 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.