

POSITION: Manager – Wastewater
GRADE: 10N
CODE:

FLSA: Exempt
DATE: 2/02; Revised 12/2012

Position Summary: This is a technical position at the Supervisory level. An employee at this level takes charge of the plants and operators assigned to them. A Regional Manager will work under general supervision from the Chief.

Essential Functions:

1. Oversees the day to day operations of treatment plants;
 2. Establishes and maintains an inventory of chemicals and supplies needed for operation of plants;
 3. Reports any operational problems or any needs to the chief;
 4. Delegates work assignments to operators assigned to them, and follows through to insure completion of assignments;
 5. May be required to perform laboratory test in the absence of the lab tech;
 6. Prepares reports for submission to regulatory agencies;
 7. Trains entry level operators on operation of plants;
 8. Provides Budget information to Chief;
 9. Oversees safety program, and provides training schedule;
 10. Perform other duties as instructed and assigned.
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Required Knowledge, Skills, and Abilities:

1. Excellent working knowledge of mechanics, pumps, motors and controllers as well as activated sludge process control and B.N.R, water treatment, collections and distribution;
 2. Must have the ability to work effectively with co-workers and be able to take charge and able to follow written and verbal instructions;
 3. Will be required to deal with inspectors from regulatory agencies and outside contractors such as electricians and mechanical service companies in a professional manner;
 4. Must be mentally alert and take initiative, and be physically fit to perform the job.
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Education and Experience:

1. High School diploma or G.E.D.;
 2. Supplemented by courses in plant operations, B.N.R., supervision and mechanics;
 3. Associate's Degree or 2 years college majoring in chemistry, engineering technology, or related field;
 4. 5-7 years of experience as a 5SA and Class 2 Water licensed operator with progressive responsibility;
 5. Previous Supervisory experience.
 6. Valid Commercial Driver's License
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Physical and Environmental Conditions: Work requires light physical effort in the handling materials or boxes and tools or equipment in non-strenuous work positions. Employee must be available by phone or pager for emergencies and may be required to work weekends and holidays.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts or machines. Employees may be required to use protective clothing or gear such as boots, goggles, gloves, or shields; requires working in extreme weather conditions, including rain, heat, and cold.

The above job description is not intended, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.