

## **WASTEWATER/WATER PLANT MANAGER**

### **DEFINITION**

Under general direction of the Public Works Administrator or designee, to direct and supervise the activities of the Public Works Division's water distribution, wastewater collection, and wastewater treatment functions; and perform other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a one position class with primary responsibility for supervising and managing the day-to-day activities of the wastewater and water facilities. The incumbent is a working manager, and is the Chief Wastewater Plant Operator of record for the City. The incumbent is certificated to be the City's plant operator, and is depended on by the Public works Administrator for the technical expertise needed to manage the water and wastewater facilities.

### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

Responsible to the Public Works Administrator, for the administration, coordination, and direction of all operational and maintenance activities in the Wastewater Treatment and Water related facilities. Supervises and directs the daily activities of division personnel; train, guide and evaluate assigned staff; develop division programs as directed; ensure compliance with city policies and manage the division's safety program; assists the Public Works Administrator or designee in personnel and labor relations issues.

Reviews daily work schedules, plant operation logs, and lab reports and develops appropriate work plans for plant maintenance staff; assists in preparation of the operation and maintenance budget including the purchase of necessary wastewater and water capital equipment; monitors and controls assigned budget in accordance with guidelines.

Supervises and/or performs operational and monitoring activities at the City's water/wastewater treatment facilities; manages the routine sampling and testing of water/wastewater, chemical adjustments, and s as necessary and recording results and findings;

Plan and supervise the installation of new water and sewer mains, existing main and service line repairs; leak repairs; replaces broken lines and appropriate pipes; Supervises work associated with confined space entry; operation of power and hand rodders in the cleaning process; trains staff on water meter installation and reading; and water service cut in and cut outs.

Supervises/operates a variety of motorized, power, and hand powered machines and equipment to include roller, dump truck, back hoe/loader, jackhammer, tamper, compressor, arc welder, sewer

rodger, mower, concrete saw, auger or sand blasting machine, pick-up truck, street sweeper, shovels, rakes, picks, hoes, wrenches, edgers, drills and saws.

Responds to emergency calls on weekends, holidays, and evenings as well as being available for standby duty as assigned and necessary.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Through knowledge of water/wastewater treatment plant and systems operations, maintenance, and regulatory requirements; Modern Equipment, methods and developments in wastewater treatment, physical, chemical and bacteriological processes involved in the treatment of wastewater; General chemical principles, laboratory practices and maintenance techniques; report writing principles

Basic supervision principles and practices; Standard and accepted methods, tools, and equipment utilized in the maintenance, repair and construction of water and wastewater operations and facilities.

Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and construction of a variety of water and wastewater facilities.

Standard and accepted safety procedures applicable to a variety of maintenance and construction activities including CalOsha requirements as they relate to the essential functions described herein;

#### **Ability to:**

Supervise the operations and maintenance the City's water/wastewater treatment plant operations and related systems;

Supervise and direct water/wastewater personnel, including guiding, training, motivating and evaluating assigned staff; independently carry out a variety of oral and written instructions; manage the City's operations within the parameters of established policies and procedures.

Operate a variety of motorized power tools and equipment utilized in the maintenance, repair, and construction of the City's public works operations and facilities in a safe and effective manner,

Perform routine arithmetical calculations including addition, subtraction, multiplication, and division and maintain water and wastewater records and logs; prepare clear and concise reports relating to the assigned activities;

Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others;

Establish and maintain effective working relationships with those contacted in the performance of required duties and provide courteous and positive customer service;

Obtain State required water/wastewater treatment plant certifications as requirements change.

Obtain a valid Water Distribution Certificate from the State of California Water Resources Control Board during the probationary period.

### **LICENSES AND CERTIFICATES**

Possession of a valid Wastewater Treatment Plant Operator III Certificate and a valid Water Treatment Plant Operator I Certificate issued by the State of California Water Resources Control Board, and possession of a valid State of California Class "C" driver's license. Possession of additional Driver's License endorsements and/or equipment operating certificates as determined by the equipment operation needs of the City.

### **EDUCATION AND EXPERIENCE**

Any relevant combination of education and experience that would demonstrate the knowledge and skills outlined above is qualifying. A typical way of gaining the skills is:

Education: Completion of at least 60 units of college coursework or equivalent training water chemistry, biology systems, water maintenance and electrical systems, or related water and wastewater management. And, five (5) years of increasingly responsible work equivalent to the duties performed by the Senior Maintenance Worker with City of Colusa, or combination of training and experience that would demonstrate possession of the above knowledge and abilities. Additional qualifying experience may substitute for the 60 units outlined above on the basis of one year for 20 units, or a total of 3 additional years of experience

### **TYPICAL PHYSICAL REQUIREMENTS**

Required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other motorized equipment; stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with customers, supervisors, and fellow employees on a continuous basis. Required to frequently lift and/or carry and/or move objects weighing up to 25 pounds and occasionally lift and/or move up to 50 pounds. Employee's vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **TYPICAL WORKING CONDITIONS**

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, in traffic, and underground.