

WASTEWATER TREATMENT MANAGER

Job Code	Pay Grade
17570	SM5b

Nature of Work

This is professional and administrative work managing several wastewater treatment facilities and related installations, reclaimed operations, pump station control and monitoring. An incumbent in this class ensures compliance with federal, state and local regulatory agencies regarding sewage treatment processes, methods of effluent, and sludge disposal. The incumbent is responsible for conducting research necessary to overcome operational problems and develop improved procedures in the operation of the sewage treatment and disposal facilities. The incumbent maintains close contacts and coordinates with wastewater plant superintendents, officials, and personnel who are responsible for the operation of the treatment facility operations. The incumbent also takes responsibility to represent Pinellas County in environmental matters with federal, state and local officials and agencies regarding water quality, sludge disposal, and industrial waste. The incumbent reports to the Director of Utilities Operations or designee.

Minimum Qualification Requirements

- Bachelor's degree in an environmental science, sanitary engineering or related field and 4 years of progressively responsible experience in managing wastewater treatment facilities and processes that includes 4 years of management or supervision; or
- Master's degree and 2 years' experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Class "A" Wastewater Plant Operator's Certificate as issued by the Florida Department of Environmental Regulation.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Oversees the operational activities of several large and other smaller wastewater treatment and disposal facilities in Pinellas County.
- Responsible for the quality control of effluent and to ensure compliance with local, state and federal laws, rules and regulations of the wastewater treatment facilities and related installations.
- Assists department head in formulating and implementing policies and program objectives for the division.
- Oversees the prevention and control of odor problems at wastewater facilities.
- Prepares and submits periodic and special reports and applications to federal and state regulatory agencies.
- Provides technical assistance to the laboratory section on matters relating to the Industrial Pretreatment Program; coordinates with the lab section on special testing required by federal and state agencies.
- Oversees the safety program through meetings and inspections to ensure a safe working environment for the employees.
- May appear in hearings and court cases as an expert witness; may explain and illustrate pollution data, equipment, instrumentation and technical processes.
- Compiles and evaluates data on the effectiveness and accuracy of wastewater equipment and instruments and develops recommendations for improvement; trains program personnel and representatives of other public agencies and private organizations.
- Assists in the preparation of the division's annual budget, special projects, in preparation of reports, and participates in conferences as required.
- Oversees and manages pump stations control and monitoring, and reclaimed operations and management within the Wastewater Treatment Division.
- Performs related work as assigned or required.

WASTEWATER TREATMENT MANAGER (continued)

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Knowledge, Skills, and Abilities

- Knowledge of modern theories, principles and practices of wastewater treatment, disposal, and pump station control and monitoring.
- Knowledge of the operation and maintenance of advanced wastewater treatment facilities and associated installations.
- Knowledge of management principles, practices, techniques, and methods of organization and administration of wastewater treatment systems and reclaimed operations.
- Knowledge of federal, state and local rules, regulations and ordinances pertaining to wastewater treatment and disposal, and the operation of related facilities.
- Ability to apply computer applications and software.
- Ability to manage advanced wastewater treatment systems and the work of assigned professional, sub-professional and technical personnel.
- Ability to prepare comprehensive analytical reports and to interpret test results.
- Ability to analyze plans, specifications and other technical materials and to draw sound conclusions.
- Ability to organize in report form and effectively present recommendations, both orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
11/17	Officials & Managers	Exempt