



Wastewater Treatment Manager

Category: Exempt
Pay Grade: E26
Job Code: 17570

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs professional and administrative work managing several wastewater treatment facilities and related installations, reclaimed operations, pump station control, and monitoring; ensures compliance with federal, state, and local regulatory agencies regarding sewage treatment processes, methods of effluent, and sludge disposal; conducts research necessary to overcome operational problems and develop improved procedures in the operation of the sewage treatment and disposal facilities; maintains close contacts and coordinates with wastewater plant superintendents, officials, and personnel who are responsible for the operation of the treatment facility operations; takes responsibility to represent the County in environmental matters with federal, state, and local officials and agencies regarding water quality, sludge disposal, and industrial waste.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Oversees the operational activities of several large and other smaller wastewater treatment and disposal facilities in the County;
- Ensures 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 and 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 and 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 and 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in an environmental science, sanitary engineering, or related field and four (4) years of progressively responsible experience in managing wastewater treatment facilities and processes that includes one (1) year of management or supervision; or a Master's degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

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

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.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.

- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.