



JOB DESCRIPTION

TITLE: WASTEWATER TREATMENT FACILITY MANAGER
STATUS: FLSA Exempt
GRADE: Grade 20

JOB SUMMARY:

Responsible for planning, supervising, organizing, and managing the operations and maintenance of a membrane bioreactor (MBR) wastewater treatment plant. Supervises personnel assigned to the treatment facility. Responsible for ensuring compliance with regulations and requirements of regulatory authorities having jurisdiction.

This position is subject to a 24-hour call out response requirement.

REPORTING RELATIONSHIPS:

This position reports to the M&O Director, and operates with independence in planning and carrying out day-to-day activities. This position supervises the Lead WWTF Operator, Sr. WWTF Operators, WWTF Operators, WWTF Operator/Mechanic, Lab Technician, temporary staff and any other position performing duties in the assigned area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for the maintenance and operation of a membrane bioreactor (MBR) wastewater treatment facility
- Supervises the treatment plant personnel and conducts performance evaluations
- Responds to emergency situations and troubleshoots problems
- Prepares treatment plant standard operating guidelines
- Administers safety requirements and work rules
- Prepares the treatment plant bi-annual budget
- Responds either orally or in writing to customer concerns
- Directs short and long-term planning for the Wastewater Treatment Facility
- Coordinates with District Engineering staff to plan for and carry out facility improvements
- Monitors the treatment operation for compliance with local, state and federal regulations
- Reviews reports, operational data and laboratory results to verify plant performance
- Makes frequent inspections of facility operations
- Verifies the accuracy and completeness of all reports to regulatory agencies
- Prepares the treatment facility annual report
- Verifies that preventive maintenance programs for buildings, equipment, piping and machinery occur on schedule

- Manages maintenance contracts in accordance with established procedures
- Prepares, or directs, consultants to prepare modifications or specifications for treatment facility improvements
- Monitors laboratory quality control for operations and accreditation approval

QUALIFICATIONS:

Knowledge of:

- Membrane Bioreactor (MBR) treatment plant processes and troubleshooting
- Principles, practices, standards and regulations used in the processing of wastewater treatment, biosolids handling and disposal
- Principles of supervision, training and performance evaluation
- Public agency budget development and implementation, purchasing and procurement procedures
- Current Federal, state, and local laws and regulations, including procedures and reporting requirements
- Procedures and requirements for record keeping and administration of treatment plant operations
- Laboratory test equipment and procedures for collecting and testing wastewater samples
- The principles and application of electrical motors, hydraulic equipment and mechanical equipment troubleshooting
- Contemporary treatment technologies
- Biosolids management and biosolids regulatory requirements
- Electrical and electronic systems
- Engineering theory, procedures, and practices as they pertain to the design and construction of a Wastewater Treatment Plant
- Safety and health hazards inherent to a wastewater treatment plant
- Maintenance Management Systems
- Supervisory Control and Data Acquisition (SCADA) Systems
- Industrial First Aid
- Safety regulations and practices

Skill in:

- Planning, organizing, and overseeing assigned work programs, including monitoring work schedules, regulatory requirements and progress reviews, providing guidance, developing goals and objectives, and providing direction
- Analyzing problems, identifying solutions, and proposing actions
- Expressing ideas clearly and concisely, orally and in writing to groups and to individuals
- Establishing and maintaining effective communication and interpersonal relations with all organizational levels, District customers and the public
- Using computers and related software applications
- Purchasing procedures in accordance with Washington State law and District policies
- Planning, organizing and supervising employees in the maintenance and operations of a wastewater treatment plant
- Preparing and maintaining the necessary reports and statistical information relative to the division's responsibilities
- Preventative and predictive maintenance procedures

Experience/Education: Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be seven (7) years of progressively responsible experience in the maintenance and operation of a wastewater treatment plant, including three years in a supervisory capacity; and a bachelor's degree in engineering, chemistry, biology, microbiology, or four years directly related experience.

Licensing Requirements:

Possess and maintain a valid Washington State Driver's License, an Industrial First Aid/CPD Card, and a Washington State Class III Wastewater Treatment Plant Operators license.

May possess and maintain a Washington State Commercial Driver's License (CDL) endorsement as it is needed for internal promotional opportunities or District business need. If CDL endorsement is held, incumbent is subject to all regulations of Federal and AWWD CDL program

WORKING CONDITIONS:

Work is performed in the office/lab with field and wastewater treatment plant inspections where employee may risk physical hazard from heavy equipment, and obstacles, hazardous materials, biological hazards, chemicals, pesticides, unpleasant odors and loud noises.

PHYSICAL REQUIREMENTS:

This position typically requires walking, climbing, balancing, stooping, kneeling, crouching, crawling, pushing, pulling, lifting, grasping, finger dexterity, feeling, reaching, standing, talking, hearing, seeing and repetitive motions.

While performing the duties of this job, the employee is frequently required to stand, bend, walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force consistently to move objects.

Job Title Change: March 19, 2007 (From Treatment Plant Supervisor to Wastewater Treatment Facility Manager)

Job Description Updated: May 7, 2018

Revised: August 2019