

CLASS TITLE: Water and Wastewater Operations Manager

DEFINITION:

This is supervisory and management work involving overall responsibility for planning, coordinating, and directing water pumping and water reclamation operations for the Town of Denton. An employee in this class, with administrative direction from the Director/Superintendent of Public Works, and Town Administrator, and technical advice from a consultant, supervises the daily operations, directs on-the-job training, enforcing standard safety practices, policies, and procedures and administers plant operations, and is in charge of the Department of Public Works in the absence of the Director/Superintendent.

Work involves evaluative thinking and is carried out with functional precedents, established practices, and defined policies.

This position is determined to be “essential” requiring the incumbent to work during emergency conditions. This position is also determined to be “exempt” in accordance with part 541.1, “Executive” Title 29, Cod of Federal Regulations.

Performance will be evaluated periodically in conference, based on accomplishments, and on meeting previously agreed upon goals for the time period evaluated.

EXAMPLES OF WORK: (Examples are illustrative only.)

- Supervises the daily operations and work assignments of unskilled, semiskilled, and skilled workers engaged in general laboring and plant operations activities.
- Direct on-the-job training for new employees.
- Enforces standard plant personnel and equipment safety policies, practices, and procedures.
- Monitors plant process and control procedures for compliance with applicable operating permits.
- Conduct interviews for position vacancies and prepare work schedules.
- Directs the daily operations of plant processes and operations; analyzes record instrument readings and laboratory test results, adjusts plant processes accordingly.
- Interprets and enforces State and treatment plant policies and procedures.
- Develops and periodically reviews Standard Operating Procedures.
- Maintains plant equipment and facilities.
- Gathers data and maintains plant records and reports.
- Evaluates and monitors employee performance.
- Plans for short and long term.
- Assist in preparing operating and capital budget requests and monitors expenditures.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of water treatment and distribution, advanced wastewater treatment and water reclamation principles, processes, and operations.

Working knowledge of laboratory procedures; applicable State and Federal requirements and regulations; currently acceptable administrative practices; of arithmetic; of mechanical, electrical, and hydraulic principles as related to water and wastewater treatment and management; of supervisory methods and techniques; of safety rules and practices; as well as the preparation of required written periodic reports.

Introductory knowledge of budget preparation, writing of operating plans, teaching and training methods, performance evaluation and counseling methods.

Ability to interpret test results and direct process changes; to supervise and inspect the work of others; to maintain operating records, supplies and materials inventory; to communicate effectively and politely, both verbally and in writing; to establish and maintain effective working relationships with others; to read and understand work orders and engineering drawings and specifications; solve moderately difficult mathematical problems; read and understand operator manuals accompanying equipment, written in technical English; write up moderately difficult problems and their recommended solutions.

ESSENTIAL FUNCTIONS:

Must be able to see and discern normal size typed print; correctly name and distinguish colors; see at night or in dim light; see in the presence of glare; (sight may be enhanced with the help of glasses) hear emergency signals (hearing may be corrected with a hearing aid.) and hear the normally spoken word at 12 feet; discern various odors; to speak clearly and effectively; lift, pull, push and carry 25 pounds; sit and stand in excess of 30 minutes; walk a mile without a break; climb stairs and ladders; kneel for 15 minutes at a time; bend to pick up items; determine if an item is hot, cold or slippery; grasp an item; work out-of-doors in inclement weather.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Associates Degree in Water and Wastewater Management or closely related subject and three years of experience in either Water Treatment and/or Wastewater Management; with at least one year having been in a supervisory capacity with successful completion of training related to “Elements of Supervision” and “Goal Setting for and Evaluation of Performance by Personnel”; with at least 2 years as a Water and/or Wastewater Treatment Plant Operator.

OR

Graduation from a recognized high school with at least one course in general chemistry, and successful completion of training related to “Elements of Supervision” and “Goal Setting for and Performance Evaluation of Personnel” and five years of experience in Water and/or Wastewater Treatment; which must include two years in a lead or supervisory position.

REQUIRED LICENSES and CERTIFICATES:

Maryland Water Treatment Superintendent's License, Class I (or higher)

Maryland Wastewater Treatment Superintendent's License, Class 5A

Maryland Water Operator, Class I (or higher)

Maryland Wastewater Operator, Class 5A

Maryland Class "C" Driver's License

Applicants with appropriate experience and equivalent licenses from another state will be considered for appointment but will be required to obtain a Statement of Reciprocity from the Maryland State Board.

WORKING CONDITIONS:

Employee may be exposed to water and air-borne diseases; may be required to work with chemical, mechanical and electrical equipment which requires safety precautions on the part of the employee; and face possible exposure to hazardous chemicals.

DESIREABLE ADDITIONAL QUALIFICATIONS:

Working knowledge of electrical and mechanical plant components and their repair.

Maryland Class "B" C.D.L. Motor Vehicle Operator's License.

Maryland Department of Natural Resources Certificate for a Public Agency as a Tree Care Expert.

Maryland Department of Agriculture Public Agency Certified Herbicide and Pesticide Applicator License.

Be in residence within 20 miles of Denton within ninety days of appointment.

CONDITIONS OF EMPLOYMENT:

To ensure freedom from chemical and alcohol dependency, employee may be required to pass a urinalysis test prior to and subsequently at random, after appointment.

Employee must have a cellular communication device available for notification in case of emergency.

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