

City of Bingen Job Description

Job Title: Wastewater Treatment Plant Manager
Department: Treatment Plant
Reports To: City Administrator
Approved Date: March 8, 2022
Salary Range: 17-30

SUMMARY

This is a full-time management position. The Wastewater Treatment Plant Manager is a salary position and may work in excess of eight hours per day or 40 hours per week. The Wastewater Treatment Plant Manager is on call 24 hours per day and may be called back to work before or after normal work hours and/or on a scheduled day off. Any work in excess of 40 hours per week is overtime. Any call out time on weekends or before/after regular work hours is paid at the overtime rate. If the Wastewater System Plant Manager is placed on official "on call" status, that status qualifies for "on call" pay.

The Wastewater Treatment Plant Manager performs a variety of semi-skilled and skilled technical and maintenance work in the operations, maintenance and repair of the wastewater treatment facilities. The Wastewater Treatment Plant Manager is considered to be the "Operator in Responsible Charge" as outlined in WAC 296-242-032.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any job-related instructions and to perform any job-related duties requested by the City Administrator. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Reports to the Mayor and City council regarding treatment plant issues
- Approves expenditures and new material acquisitions
- Establishes and/or implements policies and procedures
- Participates in annual budget preparations
- Attends City Council meetings and other meetings as required
- Supervises and works with the treatment plant staff to establish, maintain and implement activities related to the treatment plant
- Responsible for all work to be completed in a timely manner and keeping staff working efficiently
- Responsible for the morale and cooperation of treatment plant staff. Any personnel problems within the department must be reported to the City Administrator
- Responsible for scheduling leaves and vacations to keep adequate cover of the treatment plant. Leave

for Treatment Plant employees is approved by the Wastewater Treatment Plant Manager

- Trains other personnel in the use of plant equipment
- Monitors the performance of all equipment, gauges and charts in the treatment plant
- Records statistical data concerning plant operations, charts lab test results for trend analysis and maintains accurate records of analyses and test results, evaluates data and writes reports as required
- Maintains, operates, repairs and replaces equipment as necessary includes gauges, pumps, filters and other controls and equipment (such as recorders, flowmeter and other water quality monitoring equipment)
- Collects samples and identifies concentrations of chemicals, physical or biological characteristics of wastewater required in accordance with local, state and federal requirements; and gathers and tests wastewater samples for plant efficiently reports as required
- Performs quality control tests on lab equipment and lab analyses, evaluates procedures and results for accuracy and determines appropriate methods
- Assures that the plant operates within required standards
- Trains and maintains operators in acceptable lab methods and procedures to assure accuracy of test results
- Contains and disposes of hazardous wastes generated by the lab

SUPERVISORY RESPONSIBILITIES

Directly supervises one employee in the Treatment Plant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The employee must have a working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plan maintenance and operation activities and a working knowledge of laboratory procedures and practices.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; and four years experience, two of which must be at a Level II plant; or equivalent combination of education and experience determined to be acceptable by the hiring authority.

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental

regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Washington State Driver's License

Valid Washington Commercial Driver's License

Wastewater Treatment Plant Operator Certification Level III (or Level II with experience)

CPR and Industrial First Aid

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in a confined space. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals and may be required to wear personal protective gear.

The noise level in the work environmental is usually moderate to loud.