

JOB DESCRIPTION

City of Patterson



Human Resources

WASTEWATER MANAGER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under limited direction from the Deputy Director and oversight from the Director of Public Works, plans, directs, coordinates and participates in all wastewater system activities, which includes streets maintenance, wastewater collections and wastewater treatment plant operations and maintenance; participates in the development and administration of the Division's work plan; establishes operating policies and procedures for the Division; directly and indirectly plans, coordinates, assigns, supervises and evaluates the work of subordinate Division staff; assists in the preparation, implementation and administration of the organization's budget and Capital Improvement Program; ensures operational and maintenance activities are in compliance with local, State, and Federal regulation; provides highly complex staff assistance to the Director of Public Works; and performs related work as required and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from the Deputy Director of Public Works and oversight from the Director of Public Works.

Exercises direct supervision over supervisory, maintenance, collections, and wastewater operations personnel.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Directs, oversees and participates in development of the Division work plan; assigns work activities, projects and programs; monitors workflow and productivity; implements policies and procedures; reviews and evaluates work products, methods, and procedures.

Manages, directs, and organizes a program of wastewater and storm water collection activities, including collection system and pump station maintenance.

Coordinates Division activities with those of other organizations, departments, and outside agencies; provides staff assistance to the Director of Public Works; prepares and presents staff reports and other necessary correspondence.

Reviews capital improvement plans related to assigned services and provides input regarding future maintenance activities; identifies and initiates needed capital improvement projects.

Assists in the preparation of the organization's budget and Capital Improvement Program; assists in budget

implementation; participates in the forecasting of additional funds needed for staffing, equipment, materials, and supplies; and administers the approved budget for the Division.

Establishes performance standards and evaluates performance of subordinate supervisory and operations personnel; assists in the supervision and training of less experienced operators.

Participates in recommending the appointment of Division personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Oversees the operations of a biochemical testing laboratory; reviews plant operating data, including laboratory tests, to determine if operational changes are necessary.

Oversees staff use of stationary machinery as required in a safe and efficient manner.

Collects samples and performs routine laboratory tests and analyses.

Recommends goals and objectives; assists in the development of policies and procedures for the Division.

Receives, investigates, and responds to citizen requests, suggestions, and complaints.

Inspects and monitors wastewater and storm water collection systems for needed maintenance and repairs.

Inspects work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner; inspects work sites, equipment, and tools for compliance with safety standards; inspects and approves work by outside contractors.

Supervises the Division's safety program; coordinates and attends safety meetings, as required; ensures adherence to safe work practices by subordinate personnel.

Prepares various reports and directs special projects as required.

Perform related duties as required and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices associated with the maintenance and operations of wastewater collection, street pavement and wastewater treatment plant operations and maintenance; principles and practices of water quality; principles and practices of effective supervision, training, and personnel management; principles and practices of project management and contract administration; principles and practices of leadership, motivation, team building and conflict resolution; pertinent local, State and Federal rules, regulations and laws; principles and practices of organizational analysis and management; budgeting procedures and techniques; principles and practices of customer service.

Ability to: Effectively apply best practices in the maintenance and operation of the City's wastewater collection system, streets and wastewater treatment plant; effectively apply the principles and practices of water quality to wastewater systems and street maintenance operations; effectively manage construction and maintenance projects to scope within established timelines and budget parameters; effectively administer designated contracts to established scope and budget; effectively lead and motivate subordinates, build effective teams and resolve conflicts; interpret and apply pertinent local, State and Federal rules, regulations and laws; apply known theories of organizational analysis and leadership to management practices; develop, administer and control cost effective Division budget; ; effectively supervise and train subordinates and administer performance management policies and practices; apply principles and practices of effective public relations to the provision of customer service.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Equivalent to completion of the twelfth grade supplemented by specialized courses in water or wastewater plant operation and maintenance.

Experience: Seven (7) years of responsible experience in the operation and maintenance of a wastewater treatment plant and experience performing wastewater and storm water collection system maintenance work, including two (2) years of supervisory responsibility.

License or Certificate: Possession of a valid California Class C driver's license is required at the time of appointment and must be maintained as a condition of employment.

Possession of a Wastewater Treatment Plant Operator Grade 3 (or higher) certification issued by the California State Water Resources Control Board, as commensurate with the plant rating.

Possession of a Grade II Water Treatment Operator Certificate and a Grade III Water Distribution Operator Certificate issued by the California State Water Resources Control Board are highly desirable.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, must regularly know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and resolve operational and technical policy and procedural problems.

Physical Requirements: 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. Regularly sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk and while performing inspection activities; perform simple grasping and fine manipulation to use a telephone and to write or use a keyboard to communicate through written means; lift or carry weight of 20 pounds or less; and may sit for long periods of time when traveling from site to site.

Environmental Conditions: Office and field environment; may be subject to inclement weather conditions.

FLSA Status: Exempt

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