

UTILITIES WASTEWATER MANAGER

MAJOR FUNCTION

This is a highly responsible management position overseeing the operations, maintenance and compliance of the wastewater treatment facilities and collection systems throughout the County. Employees in this classification are responsible for ensuring regulatory compliance and for assisting the Director in short and long range planning functions.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Determines the best utilization of personnel and resources available in order to meet compliance with treatment facility discharge limitations. Interprets and administers corrective actions related to customer service to ensure all water quality and treatment facility inquiries and complaints are handled in a professional and timely manner.
- Oversees work of section leads under his/her supervision.
- Completes or reviews purchasing quotes, specifications, operation reports and correspondence.
- Administers and enforces departmental rules and regulations; directs operations personnel in field operations. Conducts performance evaluations, recommending promotions, merit increases, demotions, and discipline.
- Oversees the accurate and timely maintenance of records and preparation of reports by staff under charge.
- Responsible for and oversees and inspects all wastewater treatment plant installations in order to coordinate work activities and to ensure regulatory compliance with state and federal regulatory mandates, statutes, and guidelines.
- Assists in planning and scheduling department projects and programs by making procedural and operational recommendations to the Director or designee.
- Assists in design of and writing specifications for plant expansion, equipment replacement and rebuilding. Will initiate plan reviews.
- Participates in conferences and meetings; coordinates activities with the community and regulatory agencies. Provides training to staff in current codes, ordinances, statutes, and in proper safety procedures. Coordinates with the department and bureau safety officers on safety inspections, issues, and follow-ups.

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- Supervises professional and technical subordinates responsible for laboratory checks and tests.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, computer, or by phone contact.

SUPERVISION

Duties include responsible for directly and regularly supervising work of a moderate size staff (five or more), with indirect supervision. Duties Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Bachelor Degree from four-year College or university; and eight to ten years related experience and/or training; or an equivalent combination of education and experience.

Licenses

FDEP Class "A" Wastewater Operator License; Valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, technical procedures, technical journals, financial reports and legal and governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies ,or members of the business community.
- Ability to write reports, business correspondence, and procedure manuals, and articles for publication that conform to prescribed style and format.

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- Ability to effectively present information to top management, public groups and/or boards.

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 situation.

Problem Solving 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. furnished in written, oral, diagram, or schedule form.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advance budgetary, or complex scientific or technical systems.

Specialized Skills and Abilities

- Thorough knowledge of Florida Department of Environmental Regulation and Health Department regulations as they pertain to wastewater reuse systems.
- Ability to plan, manage, and supervise the activities and operations of a large scale utilities treatment plant function encompassing a broad geographical region.
- Work independently on DEP reports, SWFWMD reports, water plant issues, water audits, scheduling, assisting in the budget preparation and the development of department goals and objectives.
- Ability to establish and maintain effective working relationships with subordinates, County officials, and members of the general public.
- Ability to assist in the preparation, development, and presentation of long range utilities plans and programs.
- Ability to plan, manage, supervise activities and operation of large scale utility wastewater plants using thorough knowledge of FDEP, EPA and DOH regulation and rules.
- Ability to maintain and enforce departmental rules and regulations. Directs operations

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personnel in the field operations.

- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machinery and Equipment

To accomplish the tasks of this position, the employee will be required to operate a computer, various software programs, telephone, and lab equipment, as well as occasionally be able to operate a backhoe, as well as operate a motor vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell; will regularly be required to stand, walk, and to lift up to fifty pounds; and will frequently be required to sit, use hands to finger, handle, or feel, taste or smell. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the 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. While performing the duties of this job, the employee will occasionally be required to be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, vibrations; will regularly be exposed to outdoor weather conditions and risk of electrical shock. The typical noise level is moderate.

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