

Wastewater Treatment Plant Manager

JESAP Profile

Job Grade:	Job Code:
Job Group:	Job Family:
Department Name For This Position: Public Works	Position Reports To (Immediate Supervisors Title): Public Works Director
Physical Location For This Position: Wastewater Treatment Plant	This Position Is: Exempt
This position is safety sensitive: Yes	Security Sensitive: No

General Description

Directs and coordinates activities of workers engaged in operations, installation, maintenance, repair, expansion and relocation of water and wastewater treatment plant facilities.

Essential Duties and Responsibilities

Responsible for training and developing subordinate personnel ensuring certifications and licenses are maintained at the required level to operate the wastewater treatment plant

Analyzes trends, such as population and industrial growth of area being served to determine adequacy of current treatment plant facilities and to project community demands for future facilities

Develops plans to meet and serve expanding community needs

Plans methods and sequence of operations to facilitate additions, deletions and modification to the systems

Directs activities of subordinate personnel who oversee installation, maintenance, and repair of wastewater treatment plant facilities

Inspects projects to confirm conformance to specifications

Confers with administrative and technical personnel and personnel to coordinate departmental activities

Evaluates new developments in materials, tools, and equipment to recommend or deny purchase

Prepares budget estimates based on anticipated needs of department and manages actual expenditures within approved budget

Maintains as-built plans of work completed

Ensures wastewater treatment plant effluent discharges are maintained within ADEQ permit requirements

Ensures water system is maintained within ADH limits and requirements

Perform any other related duties as required or assigned

Fiscal Responsibilities

Annual budget total value

Funds, facilities & equipment total value

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

Wastewater Treatment Plant

- Responsibilities For Work Of Others: Supervises a MODERATE SIZE GROUP (8-15) of employees, but possibly smaller if difficult, SEMI-TECHNICAL work, requiring considerable direction and assistance, is involved. Plan, direct and coordinate work, make decisions, and perform personally the more difficult aspects of the same broad assignment.
- Responsibility For Funds, Equipment, Property, Etc.: REGULARLY responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above would range from \$25,000,000 to \$50,000,000.

Education And Experience

- Education: Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.
- Experience General: 9 to 10 years related experience and/or training.
- Experience Management: 9 to 10 years related management experience.

Work Skills

- Analytical Ability/ Problem Solving: **OVERSIGHT**. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.
- Planning: **CONSIDERABLE RESPONSIBILITY** with regard to **GENERAL ASSIGNMENTS** in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing **BASICALLY THE SAME TYPE OF WORK**.
- Decision Making: Performs work operations which permit **FREQUENT** opportunity for decision-making of **MAJOR IMPORTANCE** which would have considerable effect on the final attainment of **MULTIPLE MAJOR ACTIVITIES AND THE ORGANIZATION'S PROJECTS** of a **LARGE ORGANIZATION COMPONENT** and **ORGANIZATION'S CLIENTELE**.
- Supervision Received: Under general direction, **WORKING FROM POLICIES AND GENERAL DIRECTIVES**. **RARELY REFERS SPECIFIC CASES** to supervisor unless clarification or interpretation of the organization's policy is required.
- Accuracy: Probable errors would **NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS** and **MAY HAVE** serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.
- Communication Skills: undefined
- Mathematical Skills: undefined
- Critical Thinking Skills: undefined
- Mental Demand: **VERY CLOSE MENTAL DEMAND**. Operations requiring **VERY CLOSE AND CONTINUOUS ATTENTION** for control of operations which require a **HIGH DEGREE OF COORDINATION OR IMMEDIATE RESPONSE**. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

Other Skills

undefined

Accountabilities

- Freedom To Act: MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.
- Annual Monetary Impact: MEDIUM: Same as Degree 2, except impact would range from \$1MM to \$10MM.
- Impact Of Job On End Results: MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

Certificates, Licenses, Registrations

Required

Valid Arkansas drivers license or valid drivers license recognized by the state of Arkansas. Class IV Wastewater Treatment License and Class IV Water Distribution License Ability to read blueprints.

Preferred

Contacts With Public and Employees

- Contacts With Employees: Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.
- Contacts With Public: Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of highly complex machines and equipment; specialized or advanced software programs.

Software Skills Required

Software Ability

- 10-Key: Basic
- Accounting: Basic
- Alphanumeric Data Entry: Basic
- Contact Management: Basic
- Database: Basic
- Enterprise Resource Planning: Basic
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic

Other Software Skills

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Frequently
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Occasionally
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Frequently
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Frequently
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Occasionally
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Occasionally
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never

- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Occasionally
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Occasionally
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Loud (metal can manufacturing department, large equipment, etc.)
- Working Conditions: Disagreeable working conditions. Exposed to several of the elements in Degree 2, which are present continuously enough to make the conditions disagreeable. May involve heavy travel and/or work is in the evening during the night hours.

Physical Demands

Physical Activities

- Stand: Never
- Walk: Never
- Sit: Never
- Use hands to finger, handle, or feel: Never
- Reach with hands and arms: Never
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Never
- Taste or smell: Never

Weight Lifted

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

Vision requirements

- Physical Demand: MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

Additional Information

Core Competencies / Additional Info

Yet More Additional Info

undefined

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