

# **WASTEWATER OPERATIONS MANAGER**

## **JOB PURPOSE AND SUMMARY**

To direct, manage, supervise, and coordinate the programs and activities of the wastewater treatment plant and related facilities including laboratory analysis, daily process control, solids handling and land application, instrumentation, and maintenance. To coordinate assigned activities with other county departments, divisions, and outside agencies; and to provide administrative support to the Public Works Operations Manager.

Receives direction from the Public Works Operations Manager. Exercises direct supervision over all staff at the treatment plant.

This position is in “responsible charge of the day-to-day operation of the wastewater treatment plant” as required in the Salmon Creek plant’s National Pollutant Discharge Elimination System (NPDES) permit.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

- Assumes management responsibility for all services and activities of the Salmon Creek Wastewater Treatment Plant, regional pump stations, regional interceptors and force mains, and related facilities.
- Supervises and directs staff in the operation and maintenance of the wastewater treatment plant and related facilities, including the instrumentation and control systems.
- Oversees the activities of the wastewater laboratory including sampling, analyses, and governmental reporting.
- Oversees the biosolids program, including solids processing, biosolids site development, and contracts for land application and trucking services.
- Selects, trains, motivates, and evaluates plant personnel; provides or coordinates staff training; establishes staff job performance expectations; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates, and reviews the work plan for wastewater facility operation and maintenance; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

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- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing wastewater treatment; implements policies and procedures.
- Analyzes and implements plant process improvements to deliver cost-effective services.
- Participates in the preparation and administration of the wastewater program budget; submits budget recommendations; monitors expenditures and presents this information to county management and the Discovery Clean Water Alliance.
- Analyzes short- and long-range equipment upgrade and replacement strategies; recommends operation and capital equipment for budget consideration.
- Prepares, signs, and submits reports on wastewater activities including, but not limited, to the federal Environmental Protection Agency, Washington State Department of Ecology, Washington State Department of Labor and Industries, and the Southwest Washington Clean Air Agency; ensures that wastewater treatment activities comply with appropriate federal, state and local laws, rules and regulations.
- Participates in board, committee, and special project meetings as a county representative to the Discovery Clean Water Alliance.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; participates in neighborhood association activities in the vicinity of the transmission system and the treatment plant.
- Coordinates with “wholesale” customers to ensure good working relations and cost effective delivery of wastewater to the treatment plant and wastewater treatment at the plant.
- Provides input in the long-range planning for growth expansion and continued improvements to meet wastewater treatment needs in Clark County.
- Serves as liaison between construction efforts and daily operations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Training:**

- Possession of, or ability to obtain, a Group IV State of Washington Domestic Wastewater Treatment Plant Operator Certificate within three months of hire.
- High school diploma or GED. Four years of wastewater-related college coursework or a degree is desirable.

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- Four years of increasingly responsible wastewater treatment operations experience including one year of supervisory responsibility. Two years of experience must be at a domestic treatment plant equivalent to a State of Washington Class III plant.
- Possession of a valid driver's license by date of hire.

**Knowledge of:** operational characteristics, services and activities of a wastewater treatment program; modern principles, operations and equipment of wastewater treatment facilities; safe work practices and modern safety regulations; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; pertinent federal, state, and local laws, codes and regulations.

**Ability to:** plan, organize and supervise the work of staff involved in wastewater treatment operations; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; use modern office equipment and computers; prepare clear and concise administrative and financial reports; recommend and implement goals, objectives, and practices for providing effective and efficient wastewater services; interpret and apply federal, state and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including county and other government officials, community groups, and the general public.

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