

WASTEWATER SYSTEM ASSISTANT MANAGER

SUMMARY STATEMENT OF DUTIES: The person in this position is responsible for the efficient and effective operation and maintenance of the Wastewater Treatment Facility and collection system that meets regulatory and permit requirements.

DISTINGUISHING FEATURES OF POSITION: This is a supervisory position that requires the ability to work with the Wastewater System Manager to oversee the day to day operation and maintenance of the Wastewater Treatment System in accordance with applicable standards and policies. General supervision and direction is received from the Wastewater System Manager. This position supervises all other positions in the Wastewater System.

JOB RESPONSIBILITIES

1. Consults with the Wastewater System Manager. Coordinates, oversees, and participates in the efficient operation of the Wastewater Treatment Facility and collection system.
2. Reports to the Wastewater System Manager on the condition and performance of the System.
3. Assumes the responsibilities of the Wastewater System Manager in the Manager's absence.
4. Assists in budgeting, purchasing, and long range planning functions.
5. Plans and coordinates work schedules and projects.
6. Directs, supervises, and assists Wastewater System employees.
7. Participates in, and has authority to effectively recommend decisions related to hire, layoff, promote, and discharge employees.
8. Has the authority to transfer, suspend, assign, and discipline employees and adjust grievances at step one of the contractual grievance procedure, in the absence of the Wastewater System Manger.
9. Assists with WPDES permit compliance. Assists with preparation of required reports, including permit compliance reporting.
10. Monitors condition and performance of the WWTF and collection system. Determines process controls strategies and directs Operators to carry out.
11. Directs and monitors operation of the laboratory. Reviews laboratory data and implements the Laboratory Quality Assurance Program.
12. Schedules and assigns equipment maintenance, general maintenance, and buildings and grounds maintenance tasks. Monitors progress and completion of scheduled maintenance.
13. Performs maintenance, operation, and laboratory tasks as needed.
14. Assists with the maintenance of computerized data and maintenance systems.
15. Monitors the maintenance and cleaning of the collection system, and other projects as directed.
16. Responds emergency situations as necessary.
17. Assists with monitoring industrial discharges and works with industrial customers.
18. Assists with implementing and monitoring the sludge management program.
19. Assists with implementing safety programs.
20. May work nights and weekends as required. May be on call and respond to alarms as necessary.
21. Coordinates with other department heads on joint operations.
22. Performs other tasks as directed.

ESSENTIAL KNOWLEDGE, SKILL, AND ABILITY

1. Has a strong administrative, planning, communication, and organizational skills.
2. Has the ability to direct and supervise employees.
3. Has the ability to plan work and supervise projects.

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4. Has the ability to carry out policies as directed.
5. Has the knowledge of applicable Federal, State, and local regulations.
6. Has an extensive knowledge of collection system operation and wastewater treatment processes and equipment.
7. Has the ability to troubleshoot treatment processes and equipment.
8. Has a thorough understanding of mechanical, process, and electrical control systems.

ACCEPTABLE TRAINING AND EXPERIENCE

1. An Associate Degree, or equivalent, in related course work is required.
2. Five years of experience in the operation and maintenance of a treatment plant or commensurate experience is required. Combinations of education and experience with wastewater operations, mechanical or electrical maintenance, environmental testing, and construction, which provide the necessary skills and abilities to perform the wide range of job duties, may be considered.
3. Supervisory experience is preferred.
4. Must possess the advanced DNR wastewater certification in subclasses A1, B, C, D, L, P, and basic certification in subclass SS, within one year of starting date.
5. Knowledge of laboratory procedures and laboratory quality assurance is required.
6. Proficiency with common office software, and specialized software packages used by the Wastewater Utility is required.
7. In depth knowledge of maintenance practices and procedures is required.

PHYSICAL REQUIREMENTS

1. Must be in good physical condition and pass a pre-employment physical, and a routine respiratory physical for confined entry, as required by safety policy.
2. Must be able to perform work in permit confined spaces.
3. Must be able to safely lift manhole covers unassisted.
4. Must be able to lift 50 pounds unassisted. Must be able to push or pull 50 pounds unassisted.
5. Must be able to lift more than 50 pounds with assistance. Must be able to push or pull more than 50 pounds with assistance.
6. Must be able to climb steps and set up and climb ladders.
7. Must be able to work outside, day or night, in any weather condition, for extended periods.
8. Must be able to perform strenuous physical labor as required by assigned tasks.
9. Must be able to perform tasks requiring a moderate to high degree of manual dexterity.
10. Must be able to do typical wastewater system work.

WORK ENVIRONMENT

Employees are subject to contact with untreated wastewater, and other possibly infectious materials.

The work environment contains:

- Mechanical hazards
- Electrical hazards.
- Respiratory hazards
- Hazardous chemicals
- Confined entry areas
- Slippery conditions
- Large tanks of water
- Loud noise
- High humidity
- Work in any ambient weather condition

OTHER REQUIREMENTS

Must have a driver's license, valid in the State of Wisconsin. A commercial driver's license (CDL) Class B and Class D, with Air Brake endorsement and Tanker endorsement is recommended.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities of this position. The incumbent may be required to perform responsibilities and tasks other than those stated in this description.