



## Job Description

<b>Title: Water/Wastewater Manager</b>	<b>FLSA Status: Exempt</b>	<b>Created:</b>
<b>Supervisor: Director of Public Works</b>	<b>Supervises: Water/Wastewater Operators I, II and III</b>	<b>Revised:</b>
<b>Job Family: Public Works</b>	<b>Bargaining Unit: Management/Conf.</b>	<b>Approved: 05/04/2021</b>

### JOB SUMMARY:

This position reports to the Director of Public Works and develops and implements general policy directives for the water production, distribution, treatment, environmental control and maintenance programs for the water system. The position also develops and implements general policy directives for the waste water collections, treatment and environmental control for the waste water system and storm drainage system. Under limited supervision to perform a variety of duties involved in the operation and maintenance of water systems and the wastewater treatment plant; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; ensure water/wastewater meets regulatory and state compliance levels according to established guidelines; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The Water/Wastewater Manager position is flexibly staffed and is normally filled by the advancement from the lower class of Water/Wastewater Operator III position, or when filled from the outside, requires prior water and wastewater treatment plant operation experience and applicable certification. Appointment to this higher position requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. A Water/Wastewater Manager is expected to perform the entire range of plant operation work and is distinguished from the Operator III class by an increasing knowledge and experience, more independence in completing operational tasks, has direct supervisory responsibilities, the required possession of a Grade III Wastewater and Water Treatment Plant Operator III Certificate and Water Distribution Operator III issued by the State of California Water Resources Control Board.

### SUPERVISION EXERCISED

The Water/Wastewater Manager is designated as the Chief Plant Operator for Water System, Wastewater Treatment Plant and the Distribution System and will exercise technical and functional supervision over all staff within the Water/Wastewater Classification.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates water system and wastewater treatment facilities to control flow of water, wastewater, sludge, and effluent.
- Operates, monitors, maintains, lubricates, inspects, performs preventative maintenance, and repairs a wide variety of equipment, including: motors, pumps, feeders, clarifiers, valves, gates, vehicles (including, but not limited to, front-end loader, dump truck, tractor and attachments, forklift, and pick-up trucks), screening equipment, gear boxes, belt drives, and various other pieces of equipment.
- Maintains electrical and mechanical equipment; inspects pumps and reservoirs to ensure proper working conditions.
- Maintains, repairs and services plant operations machinery and equipment; lubricates and changes oil on pumps and motors.
- Performs confined space entry duties; cleans pumps, motors, feeders and other equipment to maintain appropriate plant operations.
- Starts up and shuts down solids handling equipment, pumps, motors, treatment process equipment, and other related equipment in the course of routine operations, maintenance, and during emergencies.
- Notifies appropriate staff of electrical and instrumentation malfunctions.
- Reads and interprets meters, dials, gauges, charts and other data recording instruments for operational control and record keeping. Changes flow meter charts.

- Makes treatment process adjustments based on information gathered, samples taken, readings, and records after informing supervisor.
- Communicates professionally and in a courteous manner with the public, outside agencies and peers.
- Collects and records plant flow readings; performs a variety of routine water quality laboratory tests; adjusts chemical levels as needed; prepares a variety of reports on water testing.
- Performs required routine lab work in the absence of regular laboratory personnel.
- Inspects lift stations to discover existing or potential problems; clean sewer mains; remove obstructions and larger debris.
- Follows the City approved safety rules and policies. Informs supervisor of any unsafe conditions, accidents, or injuries.
- Assists in maintaining adequate inventories of ferric chloride, chemical, polymer, oil, grease, chlorine, chlorine and sulfur dioxide gas, shop, and other supplies essential to plant operation.
- Keeps the appearance of the plant and related facilities neat and clean. Performs janitorial work including: sweeping, mopping, dusting, bathroom cleanup, window washing, etc... Paints equipment and buildings, as needed.
- Performs landscape maintenance, including: weeding, pruning, raking, pesticide spraying, and watering.
- Picks up, cleans, and puts away all tools and equipment after use.
- Reports missing, broken, or lost tools and equipment to the Director of Public Works.
- Reports all observations of importance to the Director of Public Works.
- Responds to emergency calls from the public and other agencies as required.
- Performs related duties and responsibilities as required.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Performs duties required in the operation, construction, maintenance and repair of the City water system, and wastewater system, maintaining and operating other water treatment/disinfecting systems as required by State Department of Health Services, accurate reporting and filing.
- Assists in establishing and administering a distribution system flushing program. Works directly with the Utilities Water/Wastewater Operator I, II and III to ensure required testing and reports are completed and accurate.
- Assists in establishing and monitoring a cross connection control program.
- Cleans and maintains water storage tanks.
- Repairs and maintains pump stations and associated pressure vessels, valves, and equipment.
- Sees that all water services are in compliance with health and safety standards per State and Federal Law.
- Maintenance and repair of water meters.
- Minor construction work including digging trenches, laying pipe, installing sprinkler systems, and pouring concrete.
- Manual labor including disposing of rubbish, cleaning streets and culverts, cutting vegetation and removing weeds.
- Other typical duties as may be required for the overall maintenance of the City include assisting in the maintenance and repair of water distribution lines and collection system lines.
- Working with air tools such as jack hammers, impact guns, cut off wheels and spades.
- Other duties as assigned.
- Operating characteristics of mechanical and electrical systems.
- Materials, methods, and practices used in the operation of water and wastewater treatment facilities and equipment.
- Safe work practices around gases, electricity, and chemicals. Occupational hazards and standard safety precautions necessary in water systems and wastewater treatment plant operation.
- Operation and servicing requirements of plant machinery and equipment including pumps, motors, valves, engines, piping and blowers.
- Hazards relative to industrial plants.

- Policies and operating routines of the water and wastewater treatment facilities. Fundamentals of laboratory analysis, interpretation, and calculations. Pertinent Federal, State, and local laws, codes, and regulations.
- Perform all plant operations without direct supervision.
- The principles, policies, treatment processes and routine duties required in the operation of a water system and wastewater treatment facility.
- Sampling, laboratory analysis, lab procedures, interpretation of results, and QA/QC required in a wastewater lab.
- Basic supervisory skills needed to organize projects, manpower, and work schedules, as necessary, for water and wastewater treatment plant operations.
- Operate, start-up, shutdown, and repair all water systems and wastewater treatment plant equipment in routine and emergency situations.
- Work with vendors and contractors to complete repairs, projects, and obtain parts or services necessary for the efficient operation of the water system and wastewater treatment plant.
- Prepare department budgets and participate in budget preparation meetings.
- Assist with development of Capital Improvement Projects.

**Ability to:**

Read meters and gauges correctly and to act quickly and competently. Collect samples and perform routine laboratory tests.

- Obtain a class B Commercial Driver License
- Make accurate inspections of operating equipment, assess the condition of wastewater from visual inspection, and identify problems.
- Perform water and wastewater treatment plant operations work with accuracy, speed, and minimal supervision.
- Act as the liaison between the City and all local regulating agencies and respond to such agencies whenever problems with the water, wastewater or distribution system become apparent.
- Complete all monthly, quarterly and annual required State Reporting to assure the City maintains compliance with the local regulating agencies.
- Provide technical data/reports pertinent to the Water/Wastewater Systems operations and infrastructure condition to management.
- Ability to travel to different sites and locations.
- Availability for shift work and emergency call.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in math, chemistry or related field
- Four years of progressively responsible experience in water and waste water system maintenance
- Two years journey-level experience at the level of Water/Wastewater Operator III.
- One year of supervisor experience.

**Licenses, Certifications and other Requirements:**

- Possession of, or the ability to obtain, an appropriate, valid Class B driver's license.
- Possession of a valid Wastewater Treatment Plant Operator Grade III Certificate issued by the State of California Water Resource Control Board. Possession of a valid Grade II Water Treatment Certificate and a valid Grade III Distribution Certificate issued by the State of California Resource Control Board.
- The Water/Wastewater Manager will be assuming the role of Chief Plant Operator for Water System, Wastewater Treatment Plant and Distribution System.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/outdoor work environment.
- Regular exposure to fumes and odors.
- Driving a vehicle to conduct work.

- Adverse and extreme weather conditions.

**Physical Demands:**

- Dexterity of hands to operate assigned tools and equipment.
- Sitting or standing for extended periods of time.
- Seeing to inspect systems and read a variety of materials.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.
- Climbing ladders.
- Walking.

**Hazards:**

- Working around and with machinery having moving parts.
- Working in a cramped or restrictive work chamber.
- Contact with raw sewage and associated toxic fumes.
- Infectious materials from wastewater.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.