



Range: SM-8
FLSA: Exempt
Date: April 12, 2017

DIRECTOR OF WASTEWATER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Director of Wastewater is expected to plan, direct, manage, evaluate, and oversee the personnel, activities, and operations of the Wastewater Department which include: interaction with the public, collection and transport of wastewater, pretreatment programs related to wastewater disposal, treatment and disposal of wastewater and treatment process byproducts, maintenance of wastewater treatment facilities, review of proposed improvements to the system, selection of consultants and service providers. These activities shall be coordinated as appropriate with other City departments and outside agencies. This position shall also provide highly responsible and complex administrative and technical support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.
Exercises direct supervision over administrative, supervisory, and technical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Direct the activities of the Wastewater Department and provide advice consistent with federal, state, and local laws, codes, and regulations and professional standards.
2. Operate wastewater facilities consistent with permits and regulations issued by the State of Arizona. This includes treatment, collection, air quality, and storm water permits.
3. Maintain system permits current.
4. Prepare, oversee, and manage the annual budget for the Wastewater Department.
5. Promote safety in the work environment.
6. Assist in the development of improvements to the wastewater system through review of plans and specifications with respect to operational issues, quality control issues, testing requirements, permit compliance, and system components.
7. Identify and develop department goals, objectives, priorities, and implementation strategies.

8. Work cooperatively with other City departments to accomplish department and citywide goals as provided through the Director of Public Works, the City Manager, and the City Council.
9. Communicate appropriately and clearly, in writing and verbally in English, with the City Council, City staff members, the public, and regulatory agencies.
10. Prepare written policy and procedures documents and administer the implementation of the policies and procedures.
11. Review and develop staff capabilities through annual reviews, educational opportunities, and other appropriate means consistent with Department strategies to accomplish Department goals.
12. Assume management responsibility for Wastewater Department services and activities.
13. Effectively develop and utilize supervisory and other support staff to accomplish work at appropriate levels.
14. Interpret for purposes of implementation regulations; permit requirements, codes, and laws.
15. Perform related duties and responsibilities as required.

Knowledge and Abilities

The knowledge and abilities expectation for this position may include, but are not limited to, the following areas:

Knowledge:

- Public administration
- Organizational management
- Principles of supervision, training and performance evaluation
- Principles and practices of municipal budget preparation and administration
- Wastewater collection and treatment practices
- Read construction plans and specifications
- Federal and state regulations affecting wastewater collection and treatment
- Dispute resolution
- Workplace safety as it relates to wastewater collection and treatment
- Preventative maintenance program management
- Emergency response (Incident Management System)
- Principles of interaction with the public
- Negotiation
- Knowledge of storm water pollution prevention practices related to wastewater operations

Abilities:

- Communicate orally and writing in English
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility to support staff.
- Understand and develop spreadsheets for financial and technical data
- Use current computer applications for e-mail, letter and report preparation, spreadsheets, and Internet research.

- Research and analyze issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Read and interpret plans, specifications and blueprints
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely in English, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Read technical, legal, and regulatory documents

Experience and Training Guidelines

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 would be:

Experience:

Five years of varied responsible experience in wastewater operations, water treatment or similar fields and at least three years in administration and supervision.

Training:

Bachelors degree from an accredited college or university with major course work in public administration, civil engineering, mechanical engineering, chemical engineering, environmental engineering, biology, chemistry, or a related field.

License (desired, but not required) :

Arizona State Wastewater Operator Level 3 certificate or higher