

Wastewater Operations Manager

Department: Public Works – Division Wastewater
Reports To: Director of Public Works

FLSA Status: Exempt
Date: July 2, 2024

GENERAL SUMMARY:

Responsible for day-to-day operations and administration of Wastewater Division including project management, treatment plant operations, and maintenance functions. Assigns projects to personnel, ensures service priorities are met, evaluates performance, and responds to complaints. Coordinates and monitors work performed with other departments and outside contractors.

Under the direction of the Director of Public Works, manages the operations of the wastewater division and its personnel, responsible for the use and maintenance of the public works garage, facilities and equipment, and performs related administrative functions and oversight.

Implements the directives of the Director of Public Works for the safe and efficient operation and maintenance of the treatment plant, pump stations, the wastewater collection system, and related equipment, assigns and oversees related work assignments consistent with those directives, and performs administrative functions and oversight.

ESSENTIAL JOB FUNCTIONS:*

- ◆ Oversees day-to-day operations of the Department, including monitoring and controlling all plant processes.
- ◆ Oversees all long-range planning for the wastewater system and the Department.
- ◆ Develops and executes the operation and capital budgets for the Department. Responsible for the management and disbursement of all Department funds.
- ◆ Conducts capital planning in collaboration with the Director of Public Works and Lead Operator.
- ◆ Conducts bidding for all necessary equipment and services.
- ◆ Contracts and collaborates with engineering firms as needed for major Town projects.
- ◆ Contracts with and oversees the work of outside contractors.
- ◆ Recruits, hires, organizes, trains, supervises, disciplines, and evaluates all department personnel. Instructs staff in safety procedures, precautions, and regulations, and monitors staff to ensure compliance.
- ◆ Maintains records and writes reports regarding wastewater system performance, costs, etc.
- ◆ Participates in the maintenance and repair of all mechanical equipment and physical plant structures and grounds.
- ◆ Participates in the work of subordinates, including the operation of equipment, as required to ensure proper operation of the wastewater system.

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- ◆ Supervises a crew of Operator(s), Mechanic(s), and Laborer(s). Ensures that all staff follow safety procedures and have a safe working environment. Participates in the work of subordinates, including the operation of equipment, as required to ensure proper operation of the wastewater system.
- ◆ Attends meetings of the Board of Selectmen, Sewer Advisory Committee, and others as requested.
- ◆ Oversees and/or participates in laboratory testing and reporting.
- ◆ Responds to emergencies; on call 24 hours per day 7 days per week to assist on-call Operators.
- ◆ Monitors the Department's compliance with the regulations of the Town, the Department of Environmental Protection (DEP), and the Environmental Protection Agency (EPA). Interacts with these agencies as required.
- ◆ Completes all requirements necessary to maintain the Town's wastewater licensing in good standing.
- ◆ Interacts with customers as needed and works to resolve problems and complaints.
- ◆ Coordinates with other Town department heads and the Town Manager.
- ◆ Attends and participates in all staff meetings.
- ◆ Maintains quality service by following departmental guidelines and procedures and by establishing and enforcing Town standards.
- ◆ Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- ◆ Performs research, special projects, and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Supervises the Wastewater Lead Operator, and in the absence of the Wastewater Lead Operator, directly supervises Wastewater Operators, providing direction and oversight to crew under the guidance of Public Works Director, as applicable.

EDUCATION & EXPERIENCE:

Associates degree, plus a minimum of five to ten years of progressively responsible experience in the operation of a wastewater treatment facility and collection system, including supervisory experience; or any equivalent combination of education and experience.

LICENSES & CERTIFICATIONS:

- ◆ Minimum of a Grade III Maine Operator's license or the ability to obtain within six months of hire.
- ◆ Minimum of a valid State of Maine Class B driver's license with no restrictions or points that would affect the town's liability insurance.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Thorough working knowledge of the principles, practices, regulations, and laws related to the management of a municipal wastewater treatment facility and collection system.
- ◆ Strong supervisory and managerial skills.
- ◆ Excellent interpersonal and customer service skills; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers and all individuals, groups, and organizations contacted in the course of work.
- ◆ Ability to work cooperatively as a team member and participate in creating a positive and constructive work environment for everyone; willingness to support and assist other staff members and to take responsibility for contributing to the success of the department and the Town.
- ◆ Excellent written and verbal communication skills.
- ◆ Considerable knowledge of modern office practices and procedures. Skill in the operation and care of general office equipment.
- ◆ Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.
- ◆ Ability to work with a high level of detail; ability to efficiently manage time and organize work; ability to prioritize multiple tasks and deal effectively with interruptions.
- ◆ Ability to work independently and exercise independent judgment; ability to identify and analyze complex issues and to develop appropriate recommendations.
- ◆ Ability to effectively operate computers and software necessary for the performance of job duties, including SCADA, Microsoft Suite, Auto Cad, and Arc GIS.
- ◆ Ability to work independently and exercise independent judgment; ability to follow oral and written directions; ability to identify and analyze complex issues and to develop appropriate recommendations.

SPECIAL REQUIREMENTS

Ability to be on call to support staff.

WORKING CONDITIONS & PHYSICAL DEMANDS:

The majority of work is performed in a wastewater treatment plant, compost facility, or sewerage collection system, or outdoors in all weather conditions.

Operates service truck, electric crane, loader, excavator, backhoe, one ton plow truck, half ton pickup truck, compressor trailer, cement mixer, lawnmower, weedwhacker, chain fall jackhammer, power saw, pipe saw, sanders, drills, belt filter press, mud sucker pumps, water pumps, blowers, generators, sewer jetter, presses, pressure washer, screening equipment, ladder, various lab equipment, including scales, pH meter, DO probe, composite samplers, incubator, autoclave oven, and microscope, and other various hand and power tools.

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Frequent climbing, balancing, stooping, kneeling, crouching, reaching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions are required. Moderate lifting and physical work is frequently required. Heavy lifting and physical work is occasionally required. Must be able to lift and carry 75 pounds in standing and bending positions, and carry while walking distances of 10 feet. Body movements require working with hands extended above and below head and from body up to 40 minutes, using hand tools weighing up to 15 pounds.

Frequently exposed to hazardous physical conditions such as moving mechanical parts and electrical currents, atmospheric conditions such as fumes/odors/dust/gas, hazardous materials and chemicals, extreme temperatures, intense noise, and threatening environments and people. Occasionally exposed to inadequate lighting, and confined work spaces. Occasional travel is required, operating a motor vehicle.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, typewriter, calculator, projector, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.