

MAJOR FUNCTION

This is responsible administrative, supervisory, and technical work involving the coordination of the operation and maintenance activities of the advanced wastewater treatment, bio-solids and effluent disposal programs for the City's Wastewater facilities. The shift supervisors report to this position. Work is performed under the general administrative supervision of the Assistant Manager-Wastewater Operations with considerable latitude for the use of independent judgment and selection of work methods and procedures. Work is reviewed through results, inspections and conferences.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages and coordinates the operation of the City's advanced wastewater treatment facilities. Plans, organizes and directs staff in the operation of irrigation and other systems for effluent disposal. Maintains and keeps for ready use, data on the wastewater treatment processes, effluent and bio-solids reports. Coordinates safety, training, permitting, reporting, awards, and regulatory compliance for the wastewater treatment facilities. Ensures staff participation in process improvement programs including EMS, Asset Management, Safety, and Optimization. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of assigned staff. Responds to emergency calls regarding plant excursions. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Handles requests for information, directs sampling activities and analysis with the Water Quality Laboratory and coordinates public relations activities such as plant tours, for the advanced wastewater treatment facilities. Administers monthly billing request for septage receiving and bio-solids sales. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of advanced wastewater treatment, including biological nutrient removal, anaerobic digestion, denitrifying and sand filter, centrifuge dewatering, thermal drying, and chemical handling systems, etc. Comprehensive knowledge of the mechanical, biological, chemical and physical characteristics of advanced wastewater treatment and disposal systems. Considerable knowledge of the occupational hazards and safety precautions of the work. Ability to supervise and direct subordinates in an effective manner. Ability to manage and coordinate the many wastewater treatment and disposal activities, including maintenance and construction activities. Ability to establish and maintain effective working relationships with subordinates, peers, superiors and the general public. Ability to communicate effectively, orally and in writing. Skill in the use of microcomputers and the programs and applications necessary for successful job performance. Support the Career progression development.

Minimum Training and Experience

Possession of a bachelor's degree in science, engineering, or a related field and four years of professional experience in wastewater treatment operations, or an equivalent combination of training and experience. Four years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Possession of a Class A Florida Wastewater Plant Operator's Certificate.

Applicant must also possess a valid Class E State driver's license at time of appointment

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