

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: December 27, 2011

Title: Assistant Water Systems Manager Wastewater **Department:** Wastewater Treatment Plant
FLSA: Exempt
Pay Grade: N

General Summary:

This is a technical position whose duties involve administration and Supervisory work to assist the Water Systems Manager in the daily, weekly, and annual operations of the Wastewater Treatment Plant and its collection system in order to meet or exceed DNR and EPA requirements. By dealing with everyday problems, including operations, employees, customers, ordering of parts and the like, frees manager, to deal with more important issues for Water and Wastewater Departments.

Reporting Responsibility:

Under the general direction of the Water Systems Manager for Water and Wastewater Treatment Facilities and in the Manager's absence to the Mayor; is responsible for assisting in the analysis and evaluation of operating and maintenance procedures and in developing new or improved practices and procedures. Assist in the exercise of supervisory authority over plant and distribution functions and personnel in accordance with approved policies and procedures. This person requires the exercise of some degree of judgment, initiative and discretion. Serves as Manager when directed.

Specific Accountabilities:

1. Responsible for the daily operations, maintenance and repairs of the wastewater treatment plant, 18 lift stations, 110 miles of sanitary sewer and the plant laboratory
2. Supervise all personnel, as defined on current organizational chart. This includes work assignments, setting work schedules, employee training and development, providing guidance and assistance and interpretation of all related policies.
3. Supervise specifications and contracts for wastewater construction projects
4. Write equipment specifications for the plant and lift stations.
5. Establish policy, procedures and methods for the wastewater plant, collection system and industrial pretreatment program.
6. Establish and direct the Industrial Cost Recovery for Industries and hauled in waste charges.

7. Establish methods for maintenance and preventative maintenance for the wastewater plant, collection system and the 18 pumping stations.
8. Stay current with all State and Federal regulations. Implement new regulations or updated regulations in the time required by government.
9. Analyzes plant and laboratory reports and direct the adjustments of processing methods to improve plant efficiency.
10. Assist in bidding process from writing of equipment speciation to the purchase of the equipment.
11. Responsible for the efficient operation of the Wastewater department. This includes controlling costs within approved budget. Cost Reductions opportunities should be identified and planned
12. Keep Water Systems Manager and City Officials up to date on issues related to wastewater. Maintain a good relationship between various department personnel and the citizens of the City of Watertown.
13. Administer safety and work rules, policies, disciplines, ext. that are consistent with established City and Department practices.
14. Maintain licensees required by DNR. and Department of Commerce to run the Wastewater process
15. Attend meetings as required by supervisors. Example Common Council, Public Works Department Head, Personnel Safety, ect.
16. At the discretion of the Water Systems Manager, will attend seminars offered by Wisconsin Department of Natural Resources, Wisconsin Wastewater Operator Association, Wisconsin Rural Water Central States, Water Environment Association, ect
17. Assists in the preparation of the department budget.
18. Interview and recommend applicants for employment.
19. Write performance evaluations on all wastewater employees
20. Recommend employees for promotions, demotions and firing.
21. Work with other departments to share equipment and personnel.
22. Coordinate wastewater projects with other City projects and other City Departments
23. Understand the proper operations of the equipment and its affect on the biological process of the treatment plant.
24. Having more than a daily working knowledge of computers and software. Must be able to program PLC, change out computer hardware and integrate various software programs with SCADA system.
25. Responsible for all software packages and ability to run each a package

Required Knowledge, Skills, and Abilities:

Graduation from an accredited two (2) year associated degree program with major course work in biological, chemical, or engineering; five (5) years practical experience in wastewater treatment facilities and maintenance operations; minimum of three (3) years supervisory experience; or graduation from high school (or HSED equivalent); plus ten (10) years experience in wastewater operations; minimum of three (3) years supervisory experience; and an equivalent combination of related education, training and experience that provides the following knowledge, skill and ability:

- Knowledge of industrial wastes and their effects on treatment processes and equipment.
- Knowledge of processes and equipment involved in wastewater treatment, including basic chemical, bacteriological and biological processes.
- Ability to diagnose and implement corrective procedures relative to systems malfunction.
- Ability to plan and direct the work of department personnel.
- Ability to make effective decisions in accordance with policy, rules, procedures and regulations.
- Ability to perform arithmetic computations accurately, and rapidly.
- Ability to follow and carry out complex instructions.
- Ability to work with no supervision.
- Knowledge of the occupational hazards and procedures to enforce safe work practices including confined space entry.
- Ability to establish and maintain effective communications and relationships with other employees, supervisors, and the general public.
- Ability to schedule effective use of own time and to coordinate activities of others.
- Ability to speak, read, write and spell in English.
- Ability to work in a Microsoft window virtual server environment and changes.
- Ability to manage a Microsoft Exchange Server.
- Ability to work with the SCADA software Intellution (I-Fix) and make minor programming changes.
- Ability to understand Water Billing software
- Proficient in Microsoft Office Products

License:

- Certification by the State of Wisconsin as a Grade 4 Operator.
- Commercial Drivers License (CDL)
- Microbiological organism identification
- CPR and first Aid
- Fork lift drivers license
- Confine space entry training
- Wisconsin Driver license