



POSITION: Wastewater Division Operations Manager
Public Works Department

Duties include but are not limited to:

Assists with the management of the operations, maintenance and regulatory compliance programs of the City of Redmond Wastewater Division. Under the general direction of the Wastewater Supervisor, plans, organizes, coordinates and performs the operation and maintenance activities, oversees and performs the skilled daily process control physical operation and maintenance activities relative to the city's Secondary Wastewater Treatment Plant, Effluent Disposal site, Solids Handling, Collection System and Stormwater Management Systems. Oversees regulatory compliance programs related to wastewater treatment, wastewater collection and storm water quality, which must meet or exceed all the parameters set forth by the Oregon State Department of Environmental Quality (DEQ) and United States Environmental Protection Agency (EPA). These requirements include, but are not limited to: DEQ Water Pollution Control Facility (WPCF) Permit; Water Reuse Plan; Biosolids Management Plan, Groundwater Monitoring Plan, System Vulnerability and Underground Injection Control Plan (UIC). These tasks are illustrative only and may include other related duties. Duties include data collection, analysis, report writing, project management and research to meet regulations. Job Description attached.

SALARY RANGE: Public Works Non-Represented Range 18: \$4,012 - \$4,932 per month. Excellent City benefit package when eligible.

MINIMUM QUALIFICATIONS: Bachelor's degree in engineering, environmental science, environmental health, biology, sciences, wastewater technology or any other related field. Five (5) years of experience working with Wastewater or Water treatment systems. Two (2) years experience in communications with the public in a customer service manner and/or knowledge of designing Public Education Programs.

SPECIAL REQUIREMENTS: Possession of or obtain a valid Oregon Drivers' License within thirty (30) days from date of hire and possession to obtain within six (6) months from date of hire a valid Oregon CDL license of the required classification to operate Public Works Department vehicles and equipment and a safe driving record. **MUST** obtain an Oregon State Wastewater Operator II certificate within (1) year of hire. Possession of or obtain any certifications or licenses required by City, State or Federal agencies to work in the position assigned.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756

Phone: (541) 548-8196 x324

Fax: (541)548-6379

E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must be received by the above Employment Office **no later than 5:00 PM, Friday, February 24, 2006.** Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. All selections of personnel are based upon bonafide occupational qualifications. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview. EOE Drug Free Workplace

POSITION TITLE: **Wastewater Division Operations Manager**
CLASSIFICATION: **Manager**
DEPARTMENT: **Public Works**
STATUS: **EXEMPT / Non-Represented**
SALARY GRADE: **Grade 18**
ADOPTED: **February 2004**
REVISED: **August 2005**

PURPOSE OF POSITION: Assists with the management of the operations, maintenance and regulatory compliance programs of the City of Redmond Wastewater Division. Under the general direction of the Wastewater Supervisor, plans, organizes, coordinates and performs the operation and maintenance activities, oversees and performs the skilled daily process control physical operation and maintenance activities relative to the city's Secondary Wastewater Treatment Plant, Effluent Disposal site, Solids Handling, Collection System and Stormwater Management Systems.

Oversees regulatory compliance programs related to wastewater treatment, wastewater collection and storm water quality, which must meet or exceed all the parameters set forth by the Oregon State Department of Environmental Quality (DEQ) and United States Environmental Protection Agency (EPA). These requirements include, but are not limited to: DEQ Water Pollution Control Facility (WPCF) Permit; Water Reuse Plan; Biosolids Management Plan, Groundwater Monitoring Plan, System Vulnerability and Underground Injection Control Plan (UIC). These tasks are illustrative only and may include other related duties. Duties include data collection, analysis, report writing, project management and research to meet regulations.

SUPERVISION RECEIVED

Work is performed under the general direction of the Wastewater Division Supervisor who holds the employee accountable for achieving division goals and objectives.

SUPERVISION EXERCISED

Will supervise the planning, coordination, development and implementation of individual Wastewater Division programs. Will not generally supervise staff as an on going daily function, but will supervise and instruct employees in the absence of the wastewater supervisor. May supervise individuals and/or multi disciplinary teams in developing and implementing City programs.

ESSENTIAL JOB FUNCTIONS:

1. Perform data collection, analysis and research related to the development and implementation of a variety of wastewater management programs, relating to the Wastewater Division of the Public Works Department. Serves as a technical resource and responds to the complaints or requests for information from other departments, private companies and the general public.
2. Assists by providing management and oversight of the operation and maintenance programs of City of Redmond's wastewater treatment facilities, wastewater collection systems and storm facilities. Creates and oversees weekly scheduling of employees. Assures equipment is safely and properly maintained and operated by qualified operators. Maintains equipment and process Standard Operating Procedures and equipment records and meets required maintenance schedules inline with Division maintenance goals. Performs process optimization, routine troubleshooting and root cause analysis when necessary. Oversees and

assists in the installation, repair and maintenance of pumps, conveyors, aerators, blowers, chlorinators, filters, bar screens, and other equipment. Assures laboratory equipment is properly maintained and meets quality control standards. Trains and oversees training of employees performing duties related to operation and wastewater programs.

3. Assists Wastewater Supervisor with employee performance reviews, and goal development.
4. Assists Wastewater Supervisor by conducting staff meetings in the absence of the Supervisor
5. Participates in preparing annual budgets and capital improvement planning. Administers programs or capital budget projects and assists in modifying existing methods and policies to enhance productivity, cost savings and/or customer service.
6. Assists with the development of Division goals and performance metrics. Manages projects and operations inline with these goals. Prepares monthly written reports on the process of the Wastewater Division in meeting these goals for Operations and Maintenance.
7. Assists in regulatory compliance program development and maintenance for Industrial Pretreatment and (UIC) Under Ground Injection Control (UIC) in accordance with federal, state and local regulations. Conducts sampling, analysis and prepares written reports required by these programs.
8. Assists with controlling effluent discharge to infiltration basins in order to meet DEQ requirements and EPA Federal groundwater quality standards. In the absence of other personnel, performs laboratory sampling and testing including chlorine residuals, pH constant, dissolved oxygen, biochemical oxygen demand, and other related tests.
9. Participates in planning, scheduling, preparing and presenting staff safety and technical training.
10. Assists in the review of private project development plans for compliance with codes, regulations, city standards and policies.
11. Prepares requests for proposals and specifications for special projects and purchases of capital equipment along with requisitions of all supplies and materials needed.
12. Manages special projects as assigned by the Division Supervisor.
13. Maintains appropriate electronic and paper records for maintenance, operations and compliance programs.
14. Assists with community outreach and education. Plans and participates in public presentations to community groups, regulatory agencies, schools, and various other organizations. Drafts and reviews technical reports presentation materials and other written communications for a variety of audiences.

15. Represents the Public Works Department by attending and participating in related meetings with local, state, and federal regulatory agencies and professional groups. Stays abreast of new regulations, trends and innovations related to water resource management issues. Staffs or supports advisory boards or commissions and presents information related to program areas.
16. May respond to citizen concerns and complaints relative to the operation and maintenance of the Wastewater Division.
17. In the absence of other personnel, performs laboratory sampling and testing including chlorine residuals, pH constant, dissolved oxygen, biochemical oxygen demand, and other related tests.
18. Oversees the maintenance of grounds, buildings and equipment for the Wastewater Division.
19. Performs activities, reads instruments, and maintains records and reports relative to compliance with State and Federal discharge permits.
20. May be required to perform duties evenings, holidays and weekends when necessary.

PERIPHERAL DUTIES:

Serves on various employee or other committees.

Attends meetings as assigned.

Performs other duties as assigned.

DECISION/ PROBLEM SOLVING:

This position requires knowledge and understanding of codes, regulations, procedures and methods and the ability to apply this knowledge with limited supervision. This position requires the ability to develop recommendations from collected data and to make and implement adjustments to programs, have the ability to work with little supervision, exercise independent judgment, and provide effective leadership and coordination in developing solutions, recommending new techniques, and supervising City procedures.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Bachelor's degree in engineering, environmental science, environmental health, biology, sciences, wastewater technology or any other related field.

Five (5) years of experience working with Wastewater or Water treatment systems.

Two (2) years experience in communications with the public in a customer service manner and/or knowledge of designing Public Education Programs.

Ability to research, organize and coordinate programs for the Waste water division; establish and maintain effective working relationships with Wastewater Supervisor Public Works Director, employees, the general public and other officials; prepare and present effective written and oral reports; communicate effectively both verbally and in writing.

Knowledge of operational and administrative procedures within a public works department/wastewater division.

Knowledge of Federal and State water quality and safety regulations.

Technical knowledge of aerated sludge and wastewater treatment processes, lift station operation and stormwater management principles.

Ability to work independently, identify and design new programs, adapt to changing priorities and work focus as needed.

Ability to coordinate and implement program requirements. Ability to learn and interpret City, State, and Federal policies and procedures. Effective communication skills with the ability to organize and present ideas and recommendations in an appropriate professional orally or written format.

Creative and innovative thinking skills

Ability to work in a goal oriented team environment both as a leader and team member.

Good communication, interpersonal, technical writing, and organizational skills.

Ability to set goals, plan, establish procedures, and anticipate and implement changes as needed, within clearly established program boundaries and delegation of authority.

Operation of public works vehicles, personal computer, phone, fax, and copy machine.

Special Requirements / Licenses

Possession of or ability to obtain a valid Oregon Drivers' License within thirty (30) days from date of hire and possession to obtain within six (6) months from date of hire a valid Oregon CDL license of the required classification to operate Public Works Department vehicles and equipment and a safe driving record.

MUST obtain an Oregon State Wastewater Operator II certificate within (1) year of hire.

Possession of or ability to obtain any certifications or licenses required by City, State or Federal agencies to work in the position assigned.

Desirable: Possession of Wastewater Treatment Operator III Certificate and Collection System Operator III Certificate.

Experience working with Industrial Pre-treatment programs and Stormwater management programs.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk, and use hands to finger, handle, feel or operate balance, stoop, kneel, crouch or crawl, and talk or hear.

The employee must routinely lift and or move up to 25 pounds, occasionally lift and or move up to 50 pounds and rarely lift and /or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics 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.

While performing the duties of this job, the employee works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electric shock. The noise level in the work environment is usually loud.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position