



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: QUALITY CONTROL MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 1700

PAY RANGE CODE: [26.2 MC](#) **REVISION DATE:** 9/24/15

NATURE OF WORK:

This is administrative and professional work managing the operation of the Quality Control division of the Public Works department. Work involves the planning and implementation of programs to comply with federal, state, and local regulations governing waste discharges in the air, on land, and into the wastewater treatment system and acting as liaison for the City with officials of those regulatory agencies. It includes the development and administration of service agreements with nearby customers, numerous large service contracts, and the preparation and administration of the division's annual budget. An employee in this classification manages technical and supervisory personnel and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Establishes goals and plans and coordinates division operations.

Manages the operations of the consolidated wastewater laboratory, including hiring, training, assigning, and evaluating division employees.

Manages the City's pump stations' operation and maintenance program.

Maintains the City's flood control systems, including directing flood fighting efforts and operations of high risk dams throughout the city.

Develops the division's budget, authorizes expenditures, and reviews cost accounting reports.

Oversees the enforcement of the regulations governing the discharge of effluents into the City wastewater collection system and reviews and approves applications for special discharges.

Oversees the City's waste recycling program, provides status reports, and monitors collection and processing contracts.

Oversees the administration of the sewer use fee billing program, participates in rate studies, and reviews and coordinates with other division managers to obtain input, to provide information, and to answer questions.

Oversees the administration of the Air Quality Control Permitting program and the enforcement of the odor control section of Chapter 41 of the City Charter, monitors adherence to regulations and resolution of complaints, meets with representatives of local industries and the City Task Force to ensure compliance with regulations, and makes recommendations to revise Chapter 41 when necessary.

Oversees the administration of the sewer use fee monitoring program, including the development of procedures for allowing industrial plants to connect to the city wastewater treatment system, reviews sampling schedules and priorities, establishes equitable billing rates, and maintains records of these plants' performances.

Reviews, makes recommendations for amendments to, and negotiates service agreements with customers.

Oversees the administration of the sludge management program, reviews reports and contracts, and revises program compliance objectives to meet changes in federal and state regulations and plant operating conditions.

Oversees the administration of the solid waste collection contract, reviews reports on collection volumes and complaints, and resolves issues with the contractor.

Represents the Public Works department on committees and task forces and speaks before groups to explain environmental quality control issues.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of effective management principles and techniques and their application.

Knowledge of federal, state, and local regulations and the principles and methods pertaining to wastewater, solid waste, hazardous waste, and air pollution.

Knowledge of the principles of budget preparation and control.

Knowledge of safety regulations related to the procedures used in the treatment, control, and testing of liquid, solid, and gaseous waste materials.

Knowledge of federal program regulations such as pretreatment standards and toxic hazardous waste monitoring.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in developing, negotiating, and administering contracts with area private and public users of the City sewer system.

Skill in preparing, interpreting, and verifying complex plans and specifications.

Skill in performing technical research work and the ability to render advice concerning complex wastewater treatment programs.

Skill in organizing technical data and presenting findings of research efforts.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, organize, assign, and supervise the work of a group of management, technical, and clerical employees.

Ability to provide accurate recommendations to resolve problems and inadequacies within the Quality Control Division.

Ability to understand federal requirements as they pertain to the operation of federal flood control systems.

Ability to work in high stress emergency situations and apply common sense to make logical split second decisions.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to sit from 26 to 50% of the time; and to climb, reach, bend, stoop, squat, stand, walk, push, pull, lift, and type from 0 to 25% of the time.

Ability to sit most of the time and to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Microbiology, Biology, Chemistry, Chemical Engineering, or a related field

AND

Experience managing supervisory and technical personnel engaged in laboratory analysis, sewer use fee, solid waste, air quality, recycling, sludge management, industrial monitoring, and other Quality Control division activities; decision making and resolution of complex technical

problems; contract writing, negotiation, and administration; and management of extensive projects

OR

An equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

Must be able to transport oneself or coordinate transportation to outlying sites in or near the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting; however, an employee in this classification is at times required to work outdoors in all weather conditions, in confined spaces, amid conditions such as odors, fumes, mists, dust, or gases.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Facsimile Machine
Telephone

Computer

Copier

Previous Revision Date(s):

6/24/93

10/25/12