



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: WASTEWATER TREATMENT PLANT MANAGER

**BARGAINING UNIT:** [CIV MANAGEMENT](#)      **CODE NUMBER:** 1590

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

### **NATURE OF WORK:**

This is administrative and supervisory engineering work in the management of a wastewater treatment facility. Work involves the responsibility for the overall operation of a facility, ensuring efficiency and effectiveness of operations and that operations are in accordance with established policies of the department and of federal, state, and local regulatory agencies. Work includes the responsibility for staff review and evaluation of operating records and interpretation of laboratory results. It includes proposing changes in plant operations, modification of equipment, or developing specifications for new equipment. It also entails representing facility activities and policies to officials of regulatory agencies. Employees in the classification perform with considerable independence, receiving general supervision from a superior who reviews work through analyses of the efficiency and effectiveness of the facility operation.

**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.)*

Manages the operation of a major wastewater treatment facility, plans staffing levels, schedules personnel, monitors plant operations to ensure safety, efficiency, and cost effectiveness, prepares and administers the plant budget, and supervises the facility staff.

Reviews daily laboratory test results and plant operations reports, interprets the data, and makes necessary process and staffing changes to increase efficiency and to ensure compliance with city, state, and federal regulations and permit requirements.

Investigates operating malfunctions or other problems, prepares reports of findings, and provides recommendations for their resolution.

Negotiates with regulatory agencies on discharge permit issues that impact future construction, compiling and presenting technical data to reflect the City's position in the negotiations.

Coordinates plant operations with the activities of other divisions, especially with the Plant Maintenance and Engineering and Quality Control divisions.

Forecasts such things as digester gas production, future natural gas needs, manpower needs as plant operations change, the specific length of time to operate power generating equipment, and the number of additional generators that will be needed for particular periods of time.

Performs personnel functions such as selecting new employees, conducting performance evaluations, approving disciplinary actions, hearing and making determinations on grievances, and overseeing employee training.

Prepares and submits reports, as required by federal and state guidelines, concerning plant operations, documenting compliance with the requirements of the discharge permit.

Makes determinations of operating cost effectiveness, evaluating such items as units of pollutants removed, digester gas production, and energy consumption and makes recommendations for the adoption of new methods when needed.

Meets with engineering consultants to review plans for plant expansion, enlargement, or modification and makes recommendations for such changes to a superior.

Represents the City in meetings involving plant construction projects, supervises construction managers, and approves change orders, pay estimates, and substantial project completion.

Makes presentations to civic groups to provide information on plant operations.

Works with the Finance Department regarding purchases, service contracts, and maintenance contracts.

Negotiates with representatives of agencies such as utilities for annual natural gas rates, with transportation companies for the delivery of goods into the plant and removal of disposable waste, and with prospective users of disposable waste as fertilizer.

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 engineering principles as applied to the treatment of wastewater.

Knowledge of the processes and equipment used in the treatment of wastewater and procedures for maintaining a treatment plant.

Knowledge of federal and state regulations and city ordinances governing the operation of a wastewater treatment plant and associated facilities.

Knowledge of safety factors and the proper procedures used in the protection of the health and welfare of plant employees.

Knowledge of the principles and techniques of effective management.

Skill in formulating and interpreting technical and administrative policy.

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 the evaluation and application of new theories and practices in the field of wastewater treatment and pollution control.

Skill in the planning, assigning, supervising, coordinating, and evaluating the work of a staff of technical, non-technical, and supervisory personnel.

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

Ability to provide informed and accurate recommendations to resolve engineering problems in treatment plant operations.

Ability to evaluate and interpret the results of laboratory analyses and apply the information to treatment plant operations.

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 stand or sit from 51 to 75% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, walk, push, pull, lift, or type from 0 to 25% of the time.

Ability to use up to ten 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 Civil, Mechanical, Environmental Engineering, Chemistry, Biology, or a related field

AND

Experience in areas related to wastewater treatment such as plant maintenance, plant engineering, or quality control, including experience in technical problem solving, decision making in the application of wastewater principles and techniques, and in supervision of a staff of professional, technical, clerical, and other support personnel.

**SPECIAL REQUIREMENTS:**

Must maintain a State of Nebraska Wastewater Treatment Certificate, Class IV, in accordance with the National Department of Environmental Control Wastewater Certification Act.

Must be able to transport oneself or coordinate transportation to remote work sites during 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 at times works in an industrial building setting, experiencing cold, heat, humidity, and the elements, amid noise requiring shouting to be heard, near vibrating machinery, moving mechanical parts, and electrical currents, at times in high places or confined spaces, in conditions such as fumes, dust, odors, gases, mists, and exposure to chemicals.

**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

Copier  
Calculator

Computer

Previous Revision Date(s):  
6/24/93