

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title Public Services Manager	Department : Public Works	
Reports to: Public Works Director	FLSA Classification : Exempt	
Career Ladder: Public Works Director	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to plan, assign, supervise and provide daily direction for personal assigned to the wastewater plant operations, animal control other related facilities. The incumbent is expected to possess and exercise tact, discretion and independent judgment. This position requires the application of in-depth and comprehensive knowledge of wastewater operations and department policies and procedures. Incumbent will identify and correct problems, research, and compile data for reports and projects. Oversee the safety and training program

CLASS CHARACTERISTICS:

This supervisory level classification is responsible for managing the day-to-day functions of the wastewater plant operations, animal control and related facilities. The incumbent is expected to possess and exercise tact, discretion and independent judgment. This position requires the application of in-depth and comprehensive knowledge of wastewater operations and department policies and procedures. Incumbent will identify and correct problems, research and compile data for reports and projects develop and maintain budget records and approve budget transactions.

ESSENTIAL RESPONSIBILITIES:

Supervises the Wastewater Treatment Plant and plans, coordinates and directs the maintenance of the activated sludge wastewater treatment facility

Prepares and administers the budget for wastewater treatment operations

Prepares bid specifications for construction or equipment purchase. Reviews outside consultants drawings, specifications, studies and recommendations

Determines the time, equipment, material and personnel requirements for major jobs

Submits operations and maintenance reports

Submits required reports to the County Environmental Health Department, California Water Quality Control Board, and the Environmental Protection Agency

Coordinates plant safety practices, supervises and participates in training and safety programs, and insures compliance with City Safety Policy

Supervises, evaluates and participates in the training of treatment plant personnel

Acts as City representative during construction of treatment facilities

Ensures Environmental Protection Agency laws and programs related to National Pollutant Discharge Elimination System are met

Performs related duties as required

MINIMUM QUALIFICATIONS:

Knowledge of – Administration, operation and maintenance requirements involved in wastewater treatment; Relevant federal, state and local laws, regulations and policies; Equipment, tools, materials, facilities and laboratory techniques used in the operation of a wastewater treatment facility; Budget preparation and administration; Bid preparation and purchasing methods; Wastewater treatment processes, including tertiary processes; Wastewater treatment safety practices; Principles and practices of organization, administration and personnel management.

Skilled in – Operating wastewater treatment plant equipment without supervision. Making operating adjustments to wastewater treatment equipment. Performing basic equipment maintenance and repair work and general landscaping maintenance work. Recognizing unusual, inefficient, or dangerous operating conditions and taking appropriate action. Accurately reading and recording data from gauges and meters. Dealing with the public. Organizing and prioritizing assigned work. Establishing and maintaining effective working relationships with those contacted in the course of work. Communicating tactfully and effectively with the public and employees. Using independent judgment and initiative and completing assignments within established parameters and guidelines. Respond effectively to oral as well as written instructions.

Ability to - Prepare a variety of technical reports; Monitor and maintain plant processes at its optimum in a cost effective manner; Supervise personnel in the operation of a wastewater treatment plant; Determine time, equipment, material and personnel requirements; Computer calculations necessary to determine the operations parameters; Read and interpret construction blueprints and specifications; Communicate clearly and concisely, orally and in writing; Supervise, train and evaluate subordinates.

Licenses and Certificates –. State of California Wastewater Treatment Grade IV Certificate; Possession of or ability to obtain a valid California Driver’s License; Possession of State of California Pesticide Applicator Certificate.

Physical Abilities and Work Environment The employee must be able to stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments with exposure to extreme temperatures. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, and work in confined places. Perform heavy labor. Drive an automobile. Exposure to a variety of gases, chemicals, and chemical compounds encountered and used in the course of work. Must possess the manual dexterity to use small hand tools and keyboard equipment, and be able to lift up to 100 lbs.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Five years increasingly responsible experience in the maintenance and operation of a wastewater treatment facility, including two years of supervisory experience.

Education - Equivalent to an Bachelors of Science degree from an accredited college with major work in chemistry, biology, wastewater technology or a related science

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date