

# **WATER RECLAMATION FACILITY MANAGER**

## **POSITION SUMMARY**

Oversees, plans, and directs the operation and maintenance of the City's Water Reclamation Facility, laboratory tests in waste water treatment operations, and reuse water systems. Manages and develops staff, ensures regulatory compliance, maintains operational efficiency and implements a comprehensive maintenance program for all facility assets.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Monitors, directs, controls plant processes to ensure all treatment and disposal activities meet permit compliance requirements.
- Coordinates staffing and operational activities for the facility, including operational changes, process control, preventative maintenance scheduling, and compliance with multiple regulatory agencies.
- Develops, implements and monitors a preventative maintenance program for all Water Reclamation Facility assets to minimize downtime and ensure compliance with permit requirements.
- Works closely with other divisions, departments, and agencies to ensure clear, consistent communication of objectives, needs, and deficiencies.
- Advise and make recommendations to the Public Works Director on operational efficiency, cost control, equipment needs, staffing requirements, and facility performance standards.
- Prepares for and coordinates responses to state and federal regulatory inspections and audits. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting procedures.
- Oversees facility performance monitoring, makes process adjustments based on laboratory results and operational data..
- Manages staff including hiring and termination recommendations, training, safety oversight, and performance evaluations.
- Ensures work is performed according to City specifications, safety protocols, and industry standards.
- Participates in the development of annual budget, monitors expenditures and assists with short- and long-term capital planning.
- Oversees safety programs for staff and equipment; ensures compliance with hazardous materials regulations.
- Attends and participates in meetings and represent the Public Works department at meetings, presentations and public outreach events related to water reclamation operations.
- Promotes a culture of safety, teamwork, collaboration, accountability and continuous improvement within the Water Reclamation Facility, the Public Works Department.

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## **Knowledge, Skills and Abilities:**

- Knowledge of wastewater treatment and water reclamation plant principles, operations, and equipment.
- Strong understanding of wastewater treatment biology, laboratory testing, and water reuse processes.
- Thorough knowledge of preventative maintenance planning and computerized maintenance management systems (CMMS).
- Knowledge of federal, state, local laws, codes, regulations, and permits.
- Knowledge of municipal budget preparation, fiscal management, and resource allocation.
- Proficient in relevant computer software, including word processing, spreadsheets, databases, and SCADA systems.
- Skill in organizational planning, decision making, and process optimization.
- Skill in the supervision, training, and performance evaluation of personnel.
- Strong communication skills, both oral and written, including public speaking and stakeholder engagement.
- Ability to interpret plans, diagrams, and specifications.
- Ability to operate and maintain mechanical and electronic equipment
- Ability to prepare for and respond to regulatory inspections and compliance audits.
- Ability to conduct facility risk assessments and implement corrective actions to maintain operational compliance.

## **QUALIFICATIONS**

### **Education and Experience:**

- Bachelor's Degree in Environmental Science, Civil/Environmental Engineering, Wastewater Technology, Biology, Chemistry, or closely related field. An Associate's Degree with 5+ years progressively responsible wastewater treatment experience including supervisory duties, may be considered in lieu of a Bachelor's Degree. Coursework or training in asset management, preventative maintenance planning, and regulatory compliance preferred.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

### **Special Requirements:**

- Valid North Dakota Driver's License
- Possession of a valid North Dakota Wastewater Treatment Class IV Certification or similar certification from another state at the time of hire. Candidates who hold a minimum of a Class III Certification and are eligible to obtain Class IV Certification within one year may be considered.
- North Dakota Department of Health pH Certification within three months of hire.
- Additional certification in water reuse operations, safety management, or hazardous materials handling desirable.

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## **WORKING CONDITIONS**

### **Environment:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing (identify shades of color), and repetitive motions. May be required to work overtime, weekends and holidays; in all weather conditions; most work will be performed indoors.
- Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, irritating chemicals, contagious or infectious diseases, inadequate lighting, work space restrictions and intense noises. May exert 50 to 100 pounds of force occasionally, and/or up to 20 pounds of forces constantly to move objects.
- Work requires the use of personal protective devices such as masks, goggles, gloves, gas monitors, etc.

Grade: PW-19

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