

# WATER RECLAMATION FACILITY MANAGER

## POSITION SUMMARY

~~Supervises~~Oversees, plans, and directs the operation and maintenance of the City's Water Reclamation Facility, laboratory tests in waste water treatment operations, ~~sewer collection~~, and reuse water systems. Manages and develops staff, ensures regulatory compliance, maintains operational efficiency and implements a comprehensive maintenance program for all facility assets. Schedules, assigns, supervises oversees, and evaluates work of operators.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~Responsible for the operation and maintenance of the Water Reclamation Facility.~~
- Monitors, directs, and controls plant processes to ensure that all treatment and disposal activities meet permit compliance requirements.
- ~~Coordinates the organization, staffing, and operational activities for the plant facility including responsibility for critical decisions regarding operational changes, process control, routine and preventative maintenance priorities, scheduling, and compliance with numerous regulations of multiple federal, state, and local agencies 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 as necessary to ensure clear, consistent communication of objectives, needs, and deficiencies. May interact with federal, state, and local regulatory agencies on issues such as permits, records inspections, reports, etc.~~
- ~~Works closely with the refinery on waste water quality and exceedances or issues.~~
- ~~Works closely with and directs waste water collections staff on waste water quality and chemical treatment on lift stations.~~
- ~~Provides technical advice~~Advise and make recommendations to the Public Works Director on treatment and administrative matters affecting the regarding the proper and efficient operation of the Water Reclamation Facility including cost and operational analysis, required levels of employees' equipment and material, development of performance standards, and the establishment of facility goals and objectives on operational efficiency, cost control, equipment needs, staffing requirements, and facility performance standards.
- ~~Develops and delivers water reclamation and pretreatment related education to City staff and public. Prepares for and coordinates responses to state and federal regulatory inspections and audits.~~

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- ; performs administrative duties necessary for the management of the facility, its staff, and budget, including forecasting funds needed for staffing, equipment, materials, supplies, coordinating purchases and maintaining inventory of equipment and supplies.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures for the operation and maintenance of the Water Reclamation Facility.
- Directs, coordinates, and reviews the work plan for operations and maintenance functions, services, and activities at the Water Reclamation Facility; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve issues.
- Works with and supervises plant operators in Oversee the monitoring of treatment plant Water Reclamation Facility performance; makes changes process adjustments as indicated by control tests and laboratory reports facility performance monitoring, makes process adjustments based on laboratory results and operational data..
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- Manages Water Reclamation Facility staff. Work tasks including making hiring and firing termination recommendations, providing technical advice and guidance, monitoring employee performance and safety training, safety oversight, and performance evaluations.
- Ensures that work is performed according to City specifications and standards, safety protocols, and industry standards.
- Participates in the development of the Facility's annual budget, participates contributes to in the long term and short term forecasting of funds needed for staffing, equipment, materials, and supplies. Monitors and approves operating expenditures and assists with short- and long-term capital planning.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; develops goals and performance standards for employees; works with employee to correct deficiencies; implements discipline and termination procedures.
- Oversees and ensures adherence to safety programs for staff and equipment; assists with action planning for safety programs; implements and monitors risk management plan regarding hazardous materials ensures compliance with hazardous materials regulations.
- Attends and participates in meetings at various levels to promote or seek input on proposed programs and needs. May and represent the Public Works department and make presentations regarding operational activities at various meetings at meetings, presentations and public outreach events related to water reclamation at wastewater operations.
- Promotes a culture of safety, teamwork, and collaboration, accountability and continuous improvement within the Water Reclamation Facility, and the Public Works Department, as a whole.

May interact with federal, state, and local regulatory agencies on issues such as permits, records inspections, reports, etc.

- Performs related duties as required.

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## Knowledge, Skills and Abilities:

- Knowledge of wastewater treatment and water reclamation plant principles, operations, and equipment ~~and types and levels of maintenance and repairs generally performed at a wastewater treatment and water reuse facility.~~
- ~~Knowledge~~ Strong understanding of wastewater treatment biology, laboratory testing, and water reuse processes, and chemical and bacteriological testing.
- Thorough knowledge of preventative maintenance planning and computerized maintenance management systems (CMMS).
- Knowledge of federal, state, ~~and~~ local laws, codes, regulations, ~~and~~ permits, ~~including state and federal mandates affecting the operation of a wastewater treatment facility, the discharge of treated wastewaters, safety regulations concerning industrial environments and hazardous materials, and permit requirements.~~
- Knowledge of ~~principles and practices of~~ municipal budget preparation, fiscal management, and resource allocation, and administration.
- ~~Knowledge of office procedures, methods, and equipment including~~ Proficient in relevant computers and applicable software, including applications such as word processing, spreadsheets and, databases, and SCADA systems.
- Skill in organizational, ~~planning, and~~ decision making, and process optimization.
- Skill in the supervision, training, ~~and~~ performance evaluation ~~ng~~ of personnel.
- ~~Skill in public speaking, public relations and~~ Strong communication skills, both oral and written, including public speaking and stakeholder engagement communication.
- Ability to interpret plans, diagrams, and specifications.
- Ability to operate and maintain mechanical and electronic equipment
- ~~Develops objectives, general policies, and procedures for the water reclamation facility operations within general scope of established operational goals and plans~~ Ability to prepare for and respond to regulatory inspections and compliance audits.
- ~~Day-to-day work and decisions do not require direction or review by immediate supervisor.~~
- ~~Frequently solves complex problems. End results are reviewed by supervisor. Strategic issues are referred to supervisor~~ Ability to conduct facility risk assessments and implement corrective actions to maintain operational compliance.
- ~~Errors in judgment could significantly affect the operations of the Water Reclamation Facility and the City of Dickinson.~~
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## RELATIONSHIPS

## Leadership/Supervisory Responsibilities:

- ~~Manager of the Water Reclamation Facility and has human resource responsibilities for direct reports.~~
- ~~Organizes, directs and evaluates the work activities and development of staff.~~
- ~~Makes disciplinary and hiring recommendations.~~

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## Relation to Others:

- Position requires substantial contact on a regular basis with federal and state agencies, the public and with employees of several city departments.
- ~~Entrusted with sensitive information relating to employees, city policies and functions.~~
- ~~Mediates subordinates in times of conflict while assessing and diffusing problem situations.~~
- Explores innovative and creative ways to meet the needs of staff and the citizens of the city.
- ~~Make presentations to small groups of employees, City Commission or the general public as requested.~~
- Performs related duties as required.

## QUALIFICATIONS

### Education and Experience:

- ~~Associates Degree in Physical Science, Wastewater Technology, Biology, Chemistry or related field, Bachelor's Degree preferred. Bachelors 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 Bachelors Bachelor's Degree. Coursework or training in asset management, preventative maintenance planning, and regulatory compliance preferred.~~
- Five to seven years of increasingly responsible experience in the operation and maintenance of a ~~sewage~~ wastewater treatment plant facility, including at least two years in a professional supervisory capacity.
- 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
- ~~North Dakota Class A Commercial Driver's License with air brake and tanker endorsement within 6 months of hire.~~
- Possession of ~~or ability to readily obtain~~ a valid North Dakota Wastewater Treatment Class IV Certification ~~or similar certification from another state at the time of hire is strongly preferred. ... Candidates with who hold a minimum of a Class III Certification and the ability are eligible to obtain Class IV Certification within one 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.

**Commented [JW1]:** This text, in my opinion, should stay. E.g.: suppose we have a candidate from another state. While this individual may not currently possess ND licensure, ND observes other state's licenses and will issue a certification with no test required upon request for those with a similar cert from another state.

**Commented [JW2]:** While this is a possibility, as this certification is a permit requirement that is currently unfulfilled, I would strongly prefer not to advertise it.

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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, personal gas monitors, etc.

**Classification:** Grade: - ~~1915 (GPW-159)~~

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Updated by: Deputy PW Director Waldo, HR Nameniuk – 8/25/25