



Public Works

September 2, 2025

RE: WRF Manager Job Description/Request to Advertise

This request is to both approve the job description for a Water Reclamation Facility Manager position and to proceed with advertising our intent to fill this position. The role of this position is to provide direct oversight to facility staff and to facilitate the ongoing development of a comprehensive preventative maintenance program to ensure facility equipment and grounds are maintained to the highest standard into the future.

While this position has been vacant for 3 years and was not included in the 2025 budget, it is the recommendation of Public Works staff to return this position to our organization to ensure the continued success of our Water Reclamation Facility.

This position will require formal education in a related field, as well as considerable experience working in a mechanical treatment plant in a supervisory capacity and will be advertised at grade PW-19; which is equal to other management-level positions within Public Works.

This job description has been reviewed by HR and Public Works, staff recommends approval.

Thank you,

A handwritten signature in black ink, appearing to read "J. Waldo".

Jacob Waldo
Deputy Public Works Director

