

# City of Lake City, FL

## Classification Description

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Classification Title: DIRECTOR OF WASTEWATER TREATMENT PLANT

Department: WWTP

GRADE: 19

FLSA Status: Exempt

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### General Description

This is a responsible technical supervisory position involving the administration and coordination of the operations associated with the economic and efficient operation of the wastewater treatment plant and the construction and maintenance of all WWTP equipment and facilities. Work is performed under the administrative direction of the Assistant City Manager - Utilities and Public Works.

### Nature of Work

#### Essential Functions:

- Plans, directs, coordinates, and controls all aspects of the operation of the wastewater treatment plant and industrial pretreatment program; supervises the work of all employees engaged in the operation, maintenance and mechanical repair of the plant equipment and facilities, including skilled mechanical repair of plant equipment, facilities, electrical, and instrumental work; supervises laboratory staff who are engaged in the numerous routine tests, including the operation of all laboratory equipment and facilities.
- Develops implements and administers an ongoing aggressive system for preventative maintenance; inspects operations frequently to assure all equipment is operating at top efficiency; assures proper maintenance and servicing is performed on all machinery and processing system equipment; executes an annual wastewater system maintenance program; ensures proper records of maintenance, preventative maintenance and equipment manuals etc.
- Drafts pretreatment orders and compliance schedules to assure industrial customers adhere to program requirements, identify and select new industrial firms that need to be brought under the pretreatment program.
- Oversees the management and administration of all industrial programs, the interpretation of pretreatment regulations and ordinances, and determines the compliance status of each industry.
- Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals
- Environmental sampling and/or assessment, investigation of alleged environmental violations, emergency response, disaster response, etc., with other divisions, departments and/or agencies.

## **WASTEWATER TREATMENT PLANT DIRECTOR**

- Improves and creates value in the treatment plant through the efficient and effective use of chemicals and energy; and overall appearance and functionality of facilities.
- Reviews and approves purchase requisitions for materials and equipment; develops bid specifications, evaluates bids, prepares and manages departmental budget, including the Capital Improvement Budget (CIP Plan) for long range goals; assists in evaluating wastewater fees.
- Coordinates and controls the daily operations of the laboratory service units ongoing wastewater quality testing program that supports wastewater treatment processes; reviews, monitors and approves "Daily Monitoring Reports" to attest to the accuracy and currency of test data and observes consequence data trend concurrent with process changes made by the treatment plant operator.
- Monitors and maintains legal and permitting requirements related to assigned area. Performs department planning; allocates responsibilities to resource components; monitors and coordinates activities.
- Plan, schedules, coordinates and supervises work activities of WWTP operators and maintenance personnel. Directs work activities of supervisors.
- Evaluates assigned personnel, initiates personnel actions.
- Formulates and implements practices, rules, techniques, and procedures to improve operational efficiency; establishes policies for assigned area.
- Prepares annual budget; provides time, materials and cost estimates; submits requisitions for equipment and materials.
- Ensures personnel are trained in the safe and efficient operation of assigned equipment, vehicles, machinery and tools.
- Compiles reports; maintains responsibility for record keeping and reporting functions.
- Responds to inquiries from the public. Receives request for information and complaints related to assigned area; investigates and resolves problems or refers to appropriate source.
- Consults with other City departments or divisions to coordinate work activities as needed.
- Ensures proper repair and maintenance of assigned equipment.
- Develops, implements and reviews construction and maintenance activities and work progress.
- Coordinates between maintenance and operations.
- Keeps inventory of chemical usages and dosages.
- Conducts comprehensive analysis of all treatment processes. Interprets laboratory data as needed.
- Inspects mechanical failures and schedules work orders.
- Conducts tours and inspections of plant.

## WASTEWATER TREATMENT PLANT DIRECTOR

- Performs grounds maintenance.
- Ensures safe operating conditions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### KNOWLEDGE, SKILLS, AND ABILITIES

**Equipment:** Uses computers for word processing and/or accounting purposes. Uses or repairs small/light equipment, such as power tools. Operates a variety of machinery, equipment and tools associated with department projects.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the occupational hazards to worker's health and individual safety involved in the wastewater treatment plant;
- Knowledge of remote telemetry systems as they apply to plant operations;
- Ability to apply these rules and knowledge to assure precautionary measures are in place and adhered to;
- Ability to interpret laboratory data as it relates to various chemical processes and be capable of implementing changes in feed systems to optimize treatment;
- Ability to organize, establish priorities, supervise technical employees and to assure high quality operations at all times;
- Ability to develop sound record keeping procedures and to prepare accurate records;
- Ability to understand complex directions and to follow moderately complex prints and sketches;
- Ability to prepare written reports and to be able to present them orally and professionally; and
- Ability to communicate effectively in writing and orally.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma (GED) and five (5) years two (2) of which should be supervisory experience in the operation and maintenance of mechanical, electrical, chemical feed systems and process control of a modern wastewater treatment plant. Must possess a minimum State of Florida Class "B" Wastewater Treatment Plant Operators Certification. Must possess and maintain a valid Florida Class "B" Commercial Driver's License (CDL)

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth Perception
- Distinguish colors
- Walking
- Standing
- Bending
- Smelling
- Tasting
- Driving

**Environmental Conditions:**

- Works inside and outside
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, chlorine gas, methane gas, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, toxic agents, disease or pathogenic substances.
- Works at heights (up to 60 feet)
- Works in poor lighting
- Works with vibrations

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature