

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Water Reclamation Plant Manager	Job Code: 2535
Date: November 16, 2016	EEOC Code: SC
FLSA Designation: Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is administrative, planning, and management work with responsibility to direct the daily operations of Provo City's water reclamation plant.

CLASSIFICATION STANDARDS: The single position allocated to this class is responsible to the Water Division Director and performs all tasks under his/her general direction. The work of this class is distinguished by its comprehensive oversight of the daily operations of Provo City's water reclamation plant.

ESSENTIAL DUTIES: Oversee and direct the activities, programs, and employees of the water reclamation plant; ensure plant compliance with EPA and State regulations; maintain and oversee various permit programs including, but not limited to, Pollution Discharge Elimination, Storm Water, and Bio-Solids; direct plant and laboratory operations and establish efficient processes for preliminary treatment, primary sedimentation, filtering, sludge, solids, disinfection, digestion, disposal, and data collection and sampling; resolve complex operational issues; oversee all aspects of general plant improvement and related construction projects; inspect, or cause to be inspected, all plant processes and equipment to ensure efficient operation of the section; ensure proper use of SCADA system.

Supervise, plan, and coordinate the work of assigned personnel and ensure work is completed accurately and efficiently; make staffing decisions including hiring and firing staff; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline and/or employee recognition as needed; oversee and direct the training and development of assigned personnel; ensure compliance with the City's personnel policies and procedures; supervise record maintenance and review all reports, logs, work records, and documentation of subordinates; develop and manage safety programs for assigned personnel, including the coordination of all applicable risk management issues.

Develop and manage the section budget, including oversight of the purchasing process and approval of expenditures to ensure fiscal responsibility; propose and approve specifications for all contracts and equipment purchases; develop, submit for review, and implement service programs, policies, procedures, and goals; ensure overall compliance with applicable ordinances, and local, State, and Federal regulations; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare a variety of records and administrative reports on section activities and performance; maintain vehicle and equipment inventory; may perform the tasks of operators or other related duties as needed.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma; and six (6) years of professional water operator experience, two (2) years of which must have been in a program management/supervisory capacity. Additional education may be substituted for non-supervisory experience as allowed by the State of Utah for unrestricted wastewater operator certification.

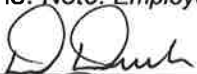
Licenses/Certifications. Unrestricted Grade IV Utah Wastewater Systems Operator. A valid, lawful commercial driver's license is required.

SELECTION FACTORS: *Knowledge of:* methods and techniques used in the operations and maintenance of a water reclamation plant; related laws, codes, rules, and regulations governing the functions of the position; budget preparation and administration processes; the electrical and mechanical operations and maintenance of specialized treatment plant equipment; basic English composition, spelling, and grammar; policies and procedures established for the work system including handling chemicals and sample collection. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognizing potential dangers and responding appropriately; troubleshooting electrical and mechanical issues. *Ability to:* operate process equipment, electrical controls, valves, and pumps; monitor gauges, meters, and controls; recognize change in normal conditions and investigate the cause; recalibrate process and equipment settings in the field; inspect the plant for overall condition; perform work with speed and accuracy; communicate effectively both verbally and in writing; deal with the public and others in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgement while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

TOOLS AND EQUIPMENT USED: Radio, mobile device, motor vehicle, various hand and power tools, general office equipment and software, specialized software, safety clothing, micrometers, dial indicators, monitoring equipment, cutting and welding tools, grinders, presses, electric carts, dump truck, loader, backhoe, boom truck, forklift, truck and trailer combinations, mowers, edgers, weed whips, pressure washers, and other equipment specific to the work.

PHYSICAL DEMANDS: Requires sufficient strength, agility, and eyesight to perform the work which includes lifting up to 100 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking, climbing, working on scaffolding, tight quarters, and physical hand work.

ENVIRONMENTAL FACTORS: This work may require exposure to adverse weather conditions, noxious odors and dangerous gases, hazardous chemicals and conditions, high places, tight quarters, and potentially explosive conditions. May include exposure to high stress situations. *Note: Employees of this class may be subject to call-out and working weekends and holidays.*



Department Director 11/15/14
Date



Mayor/Chief Administrative Officer 11/16/14
Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. This class specification supersedes earlier versions. Management reserves the right to add or change duties at any time as needed without notice.