



<b>CLASSIFICATION TITLE:</b> Wastewater/Stormwater Manager	<b>JOB NUMBER:</b> 7138	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Public Works Director	<b>PAY GRADE:</b> 25	<b>FLSA STATUS:</b> Exempt "At Will"

## GENERAL SUMMARY

Performs difficult skilled technical work planning, supervising and directing the operations and maintenance of the Wastewater and Stormwater divisions, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director ("supervisor"). Divisional supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Manages the operation and maintenance of the wastewater treatment plant; oversees the personnel and activities in the laboratory, pretreatment program, stormwater maintenance, and plant maintenance; manages and oversees field personnel and operation of wastewater pump stations, sewer lines, and other assets within the Division.
- Prepares the division budgets; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness.
- Inspects job sites to supervise assigned staff; conducts staff meetings regarding safety and process control; contacts vendors, approves requisitions, evaluates products and purchases equipment and supplies within budget operating funds.
- Communicates with department and City staff regarding safety, policies and procedures, personnel issues, maintenance projects and others; coordinates activities, exchanges information and resolves issues or concerns as needed.

- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selections process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.
- Reviews City and staff reports including progress reports; prepares monthly State reports and maintenance reports; makes recommendations or approvals as appropriate; prepares other reports as required or assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development and administration.
- Wastewater and Stormwater Division systems, policies, goals, objectives and procedures.
- Wastewater Treatment principles, technologies, and equipment.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Health and safety regulations.
- Technical aspects of field of specialty.

### **Skills and abilities to:**

- Train, supervise and evaluate assigned personnel.
- Oversee the operations and maintenance of the Wastewater and Stormwater Divisions.
- Develop and plan programs, budgets, division goals, objectives and activities.
- Operate a vehicle to travel to job sites.
- Review and prepare reports.
- Observe health and safety regulations.

- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

### **SPECIAL REQUIREMENTS**

- Possession of Washington State Wastewater Treatment Plant Operator Grade IV Certification upon hire.
- Valid driver's license.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in chemistry, biology, environmental science, or related field and five (5) years of increasingly responsible experience in wastewater treatment, including two (2) years in a supervisory role, or equivalent combination of education and experience.

### **COMPETENCIES**

#### **Managerial**

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

#### **Supervisory**

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to

address relevant issues.

- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### **Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to*




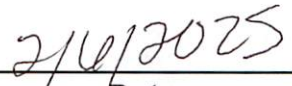
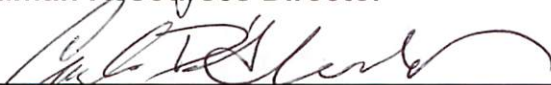


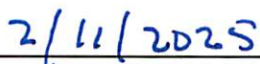
*successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 10 pounds of force; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
<b>Human Resources Director</b>	<b>Date</b>
	
<b>Department Head</b>	<b>Date</b>
	
<b>City Manager or Authorized Designee</b>	<b>Date</b>