

**Plant Operations Manager**  
**Department of Public Works/Wastewater Treatment**

**Class Title:** Wastewater Treatment Plant Operations Manager  
Department of Public Works/Bureau of Wastewater Treatment

**Class Definition:** Working under the general supervision of the Public Works Director, a person in this position exercises close supervision over all assigned treatment plant workers including but not limited to assistant operations managers, operators, maintenance workers, equipment operators, drivers, laborers, contractors, contracted lab personnel, and vendors.

**Distinguishing Features of Work:** This position is the highest ranking management position at the wastewater treatment plant and the incumbent will be ultimately responsible for decision-making for all aspects of the operation. The incumbent performs a variety of skilled, technical, supervisory, and administrative work in the planning and direction of the construction, operation, repair, maintenance, and replacement of municipal wastewater collection and treatment systems. Work involves independent judgment as well as constant communication and directed with and from the departmental director. A person in this position is responsible for recommendations in areas such as hiring, transfers, suspensions, promotions, discharges, assignments, and disciplinary actions which could be in the best interest of the City.

**Examples of Work:** (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all-inclusive or exclusive. 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). This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Responsible for the proper operation and maintenance of the wastewater treatment plant and all related processes and systems as well as the (7) pumping stations which convey flow to the plant. The Manager is also responsible for monitoring flow and processing wastewater, sludge, and final effluent in order to meet the terms and conditions of the plant NPDES permit as well as other local, state or Federal regulations. Responsible for the integrity of all recordkeeping and ensuring that all records are kept and stored properly and for the required amount of time in accordance with applicable regulations. Submits all Federal, State, and Local reports including DMR's, sludge reports, etc. Manager is responsible for the proper operations and reporting of the Combined Sewer Overflow (CSO) program and compliance with the permit conditions contained therein. The Manager plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide NPDES-compliant wastewater treatment; oversees construction and maintenance work to determine acceptability and conformance to standards. Oversees the analysis of wastewater, sludge, and final effluent samples to provide data for the proper and compliant operation of wastewater treatment plant. Trains, supervises, and disciplines employees assigned to the wastewater plant and pumping station facilities. Manages all information technology applications including plant SCADA system, maintenance management software, word processing software, etc. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in

the maintenance, repair, and operation of the plant and facilities. Inspects and supervises the repair and maintenance of all wastewater equipment at proper intervals recommended by equipment manufacturers to ensure that all aspects of the systems are functioning properly. Responsible for administering the operating budget and the finances of the wastewater system and for the proper requisitioning and payment of all invoices. Responsible for in-depth knowledge of the terms and conditions of the AFSCME 447 bargaining agreement. Responsible for providing capital recommendations on an annual basis or other frequency as needed. Advises Supervisor, Attorney, Engineer and other city officials in matters relating to wastewater bureau activities; provides information to various civic, educational and public groups and individuals regarding wastewater collection and treatment problems and services. Supervises, instructs and assists assigned employees in wastewater treatment activities. Ensures that all necessary materials, supplies and equipment are available by maintaining a proper inventory of parts and materials. Responds to complaints regarding wastewater system failures, leaks, or other problems; evaluates situation and advises the City Administration of important issues affecting the treatment plant and pumping stations. Provides professional and courteous customer service. Is responsible for the implementation of worker safety programs and oversees the safety training of assigned workers by instructing individuals in proper safety procedures and monitoring work in progress. Assists in the design and installation of new wastewater collection or treatment lines, pumps, plants or related systems and facilities. Participates in short and long-term planning of capital improvement projects. Assists in monitoring pretreatment users to assure compliance with discharge requirements. Enforces rules, regulations, policies and procedures relating to the operation of the wastewater utility system. Coordinates with other utilities and bureaus as necessary for the proper maintenance and operation of the plant. Operates a variety of power construction and maintenance equipment used in the department. Serves on various employee or other committees as assigned.

**Tools and Equipment Used:** Detection devices, mobile radio, phone, personal computer including word processing and other software, SCADA system, copy and fax machine.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**Necessary Knowledge, Skills, and Abilities:** Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment, conveyance, and collection; Considerable knowledge of wastewater treatment plant operation and maintenance. A person in this position must be fluent in the preventive and corrective maintenance of all types of wastewater treatment and pumping equipment including but not limited to pumps, motors, electrical components, meters, gauges, PLC's, controls, compressors, digesters, etc. Ability to interpret specific chemical and biological analyses; Ability to direct and motivate a wide variety of personnel. Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Knowledge of computer applications necessary for proper operations including SCADA, maintenance management software, Microsoft Office, etc. Working knowledge of wide variety of chemical, physical and microbiological tests and procedures according to "Standard Methods for the Examination of Water and Wastewater" and other EPA approved methods as they relate to process control work. A career-minded interest in the processes and controls of the physical, chemical, and biological wastewater treatment process. Must be reliable, thorough, and dependable with the ability to work both independently and as supervisor of a team. Gives positive leadership to the facilities personnel by his/her actions and example. Must be thoroughly safety conscious when performing duties. Must be able to accept instruction, formulate plans of action, and ensure their compliance. Must present neat, courteous and professional appearance and attitude at all times. Must be able to coordinate and cooperate with other agencies. Must be self-motivated. Must be able to establish and maintain effective working relationships with employees, supervisors, and the public.

**Desired Minimum Qualifications for Appointment:** Graduation from a four-year college or university with a degree in environmental science, public health, civil engineering, public administration or a closely related field; and eight (8) years of management experience relating to the operation, construction, repair and maintenance of wastewater treatment, collection, and conveyance systems including the operation of related maintenance equipment. Must possess a valid Pennsylvania Wastewater Operating License commensurate with the class and subclass of the facility for a period of at least 2 years prior to being appointed to the Manager's position. Valid State Driver's license.