

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: PLANT MANAGER – WASTEWATER TREATMENT PLANT (701).

GENERAL STATEMENT OF JOB

Under the general direction of the Director of the Department of Environmental and Engineering Services (DEES) or the Director's designee, plans, develops, organizes and directs operations and maintenance activities of the City's (2) wastewater treatment plants. The incumbent reviews and supervises the work of subordinate personnel involved in daily treatment operations and is responsible for the effective, efficient, and safe operation of the plants and the associated infrastructure. Technical expertise is essential as error in technical judgment could result in extensive damage to the environment, facilities, or both. Position exercises a high degree of independent judgment in selection of work methods and procedures, subject to review by the department director. Work is reviewed through conferences, reports, and observation of the operational success of the systems and achievement of objectives.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Supervises a large group of personnel in the operation of the City's (2) wastewater treatment plants and assigns work as appropriate. Supervises all wastewater plant operations and maintains work records.

Interprets operating data and adjusts operating procedures, if needed, to ensure continuous and efficient treatment as per the operating permit requirements.

Orders treatment chemicals and other materials, for use in the treatment process, and ensures their safe delivery, storage, and use. Maintains accurate records as required. Establishes safety precautions against occupational hazards.

Requisitions personnel, material, equipment, and tools for proper plant operations.

Works after hours, if needed, to address or solve operational problems either by phone or by reporting back to the plant.

Directs and makes operational adjustments to process equipment, as needed, to meet all regulatory requirements; supervises the performance of general maintenance including mechanical and electrical repair of equipment; and maintains a daily log of plant operations.

Completes required operating reports and submits to regulatory agencies on a timely basis.

Ensures proper staffing to comply with the operating permit requirements.

Supervises and trains operators in lower classifications in treatment processes, completes employee evaluations, approves leave, conducts interviews, and recommends employment, promotions, demotions, and terminations, as appropriate.

Interprets policies and procedures established by administrative superior and distributes to subordinates and ensures compliance.

Consults with subordinates to identify workloads, budget requests, records maintenance, reports, and priority assignments. Communicates with superiors and develops work programs and budget estimates including the treatment plant short-term and long-term needs.

Works with staff on personnel matters, and motivates employees to perform to the best of their abilities; evaluates employee job performance and initiates recognition and disciplinary procedures where appropriate.

Maintains inventory of the treatment plant materials and equipment and supervises the treatment plant preventive maintenance program.

Identifies needs and advocates for capital improvements to the wastewater treatment plants and associated facilities, as appropriate and necessary.

Performs related work as required.

Performs Emergency Response duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree supplemented by minimum three (3) years of supervisory experience, or a high school diploma supplemented by minimum six (6) years of supervisory experience, in the operation and maintenance of wastewater treatment plants and associated infrastructure. Florida "Class A" Wastewater Operator's License required. Must possess a valid State of Florida driver's license. Knowledge of local, state and federal requirements pertaining to wastewater treatment operations is essential.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling, and some lifting and carrying objects of moderate weight (up to 50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Abilities: Requires the ability to read a variety of technical materials relevant to water regulatory practices and technical aspects of operation and maintenance, ranging from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret a variety of technical information; identify problems, recognize symptoms, causes and alternative solutions; interpret technical journals, procedures, and government regulations; research, compile and summarize a variety of informational and statistical

data and materials; and interpret complicated policies, procedures and protocols. Must also be able to effectively use and operate various items of office-related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine.

Verbal Aptitude: Must communicate clearly, efficiently and effectively on a number of different levels in Standard English. Must speak with poise, confidence, and voice control. Must communicate with technical terminology as needed.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; and utilize algebraic principles and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern methods, materials and techniques used in the construction, operation, maintenance, extension and repair of water treatment and related facilities, as well as the tools and equipment used to perform these functions.

Knowledge of the methods, theories, and principles and practices governing the operation and maintenance of wastewater treatment facilities.

Knowledge of machinery, pumps and related equipment including their repair and maintenance.

Knowledge of occupational hazard and safety requirements.

Skilled in the operation and maintenance of equipment used in water treatment plant operations.

Skilled in preparing accurate cost estimates based on engineering plans and drawings.

Ability to accurately read and interpret engineering plans, blueprints and maps.

Ability to establish and prepare standard operating and safety procedures.

Ability to prepare comprehensive technical reports.

Ability to establish and maintain effective working relationships with other employees, City departments, and the general public.

Ability to maintain accurate records and submit the reports to regulatory agencies.

Ability to plan, coordinate, and schedule preventative maintenance programs.

Ability to conduct basic laboratory tests.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date