



JOB TITLE: Treatment Operations Manager
DEPARTMENT: Treatment Operations
REPORTS TO: District Manager
FLSA STATUS: Exempt

SUMMARY OF POSITION

The Treatment Operations Manager position is responsible for overseeing the operation and maintenance of the Wastewater Treatment Plant, Advanced Water Treatment Facility, and recycled water distribution and disposal facilities to ensure the efficient, safe, and economical treatment of wastewater, disposal of sludge and delivery of recycled water. The incumbent is guided by policies and assignments received from the District Manager but is carried out with a high degree of independent judgment in accomplishing the work and developing new programs and is held accountable for results. This is a District safety-sensitive position in accordance with Arizona law.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Plans, organizes, assigns, directs, and reviews the work of employees engaged in the operation and maintenance of the Wastewater Treatment Plant and Advanced Water Treatment Facility, and recycled water distribution and disposal facilities.
- Oversees operation and maintenance of facilities to meet all applicable regulatory requirements and design criteria. Develops and implements techniques and methods of process control which increase plant efficiency.
- Oversees preparation of monthly, quarterly, and annual reports.
- Oversees the work of others contracted to work on treatment plant components.
- Confers with District Manager on plant operational problems.
- Oversees the preventive maintenance program of the treatment and recycled water facilities.
- Oversees emergency and unscheduled work to assure appropriate follow through.
- Prepares reports for submission to District Manager.
- Implements, directs, and enforces department safety and risk management programs.
- Coordinates equipment repair or replacement such that effluent quality limits are maintained.
- Maintains complete and accurate records for the repair and costs of repairs of department equipment in the computerized maintenance management software (CMMS).
- Oversees preparation of work orders utilizing the Computerized Maintenance Management System (CMMS).
- Responsible for the procurement process for tools, materials, equipment, and services.
- Responsible for inventory of stored material for use in treatment operations.
- Reviews and comments on all plans for construction, repair, or replacement of treatment and recycled water distribution components.
- Oversees training activities for the department.
- Responsible for department personnel issues including hiring, evaluating, disciplining, and terminating, in coordination with District Manager as appropriate.
- Responsible for the management of the department budget and ensures compliance with District purchasing policies and procedures.
- Assists District Manager in preparation of budget by providing input relative to treatment operations O & M fiscal needs.
- Maintains appropriate records of Treatment Operations in the areas of process, equipment maintenance, construction activities, personnel matters, and safety.

- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned by District Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant components.
- Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
- Knowledge of the occupational hazards in wastewater treatment plants and safety measures to be implemented.
- Ability to operate and maintain equipment used in the wastewater treatment process.
- Ability to recognize equipment and process problems and direct appropriate repairs, changes, methods, and/or solutions.
- Ability to perform, analyze, and interpret laboratory tests for the purpose of making operational adjustments.
- Ability to plan and direct the work of subordinate employees.
- Ability to read and interpret engineering specifications and drawings pertaining to plant expansions and improvements.
- Ability to work with raw sewage and chemicals using normal protective equipment.
- Ability to understand and follow oral and written instructions in the English language.
- Ability to utilize exceptional customer service and communication skills both verbally and in writing, with the ability to cultivate professional relationships and inspire team collaboration.
- Knowledge of and ability to apply principles of sound management and budget.
- Knowledge of and ability to apply policies and procedures of the District.
- Ability to complete required OSHA and other safety training classes.
- Basic knowledge of software programs and applications including Microsoft Office products and web-based programs.
- Ability to work effectively, cooperatively, and professionally with all other District employees, vendors and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in both a plant/field setting, often outdoors, and in an office environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Sufficient strength to lift objects up to 30 lbs.
- Ability to obtain and maintain certification to wear respirator & SCBA equipment in accordance with OSHA requirements.
- Ability to wear protective equipment as required, such as eye protection, gloves, hard hats, or safety-rated steel-toed boots.
- Visual and muscular dexterity to operate a motor vehicle, equipment, and computer.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, and move over rough or unfamiliar terrain.

- Sufficient body flexibility, mobility, stamina, and balance to perform collection system oversight duties which require moderate, though not constant physical effort, typically involving some combination of standing, stooping, kneeling, crouching, lifting, carrying, pushing and/or pulling equipment, climbing stairs or ladders, opening manhole or vault lids, and walking over uneven terrain.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- This position requires a combination of education and experience equivalent to a bachelor's degree in environmental science, engineering, water or wastewater treatment, public administration, or a related field.
- Seven years of experience in the operation and maintenance of a wastewater treatment plant, including three years in a supervisory capacity.
- Must possess a Grade 4 Wastewater Treatment Plant Operator Certification from the Arizona Department of Environmental Quality.
- Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. 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 position change.