



JORDANELLE SPECIAL SERVICE DISTRICT

JOB DESCRIPTION

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| Job Title: Wastewater Treatment Plant Manager | FSLA Status: Non-exempt |
| Reports to: Assistant General Manager | Status: Full-time |
| Department: Wastewater Treatment | Salary Range: \$70,894 to \$85,439 DOE |
| Effective Date: November 25, 2019 | Benefits Eligible: Yes |

Purpose of Position

The main function of this position is to direct and coordinate all activities of the District's water reclamation facility, laboratory, and pretreatment program as well as process control, equipment and facilities maintenance, material and equipment purchasing within specified limits, report preparation, and personnel supervision.

Essential Duties and Responsibilities

- Responsible for the operation and maintenance of the District's wastewater treatment facilities, laboratory operations, solids operations, and pretreatment program. Makes recommendations for budgeting and purchase of capital equipment items and construction projects. Approves purchases within specified limits.
- Maintains State and local wastewater treatment operating permits.
- Develops or revises standard operational and working practices and observes workers to ensure compliance with standards.
- Resolves worker grievances or submits unsettled grievances to Assistant General Manager and Human Resources for action.
- Maintains operational data.
- Coordinates facility activities with staff to assure compliance with federal, state, and local permits.
- Coordinates with federal, state, county, and local government officials and private organizations.
- Establishes and enforces strict safety procedures and requirements, attends and participates in safety meetings, and maintains a high level of reclamation facility hygiene.
- Responds to emergency calls as needed.
- Assists the Assistant General Manager, District Engineer, Finance Manager, and Collection System Manager.
- Other duties as assigned.

Minimum Qualifications, Education and Experience:

- Six (6) years' experience operating a biological nutrient removal wastewater treatment plant

with supervisory experience

- Must possess a valid Utah driver license
- Utah Class IV Wastewater Treatment License or equivalent certification.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of biological nutrient removal wastewater treatment and dewatering process and laboratory analyses.
- Skilled in identifying operational problems and interpreting construction drawings and wiring diagrams.
- Knowledge of State and Federal regulatory standards, rules and regulations pertaining to permitting, operating and maintaining wastewater facilities.
- Skill in maximizing personnel and equipment productivity;
- Ability to operate personal computer, calculator, and miscellaneous office equipment.
- Skill to create Excel spreadsheets, Word documents, PDF and other documents as required.
- Ability to establish and maintain effective working relationships with employees, contractors, other agencies and the public;
- Ability to follow written and oral instructions;
- Ability to communicate effectively, both verbally and in writing.
- Ability to identify equipment and personnel problems and to implement appropriate corrective action quickly and efficiently.
- Ability to be a positive, motivating leader with experience in planning, directing, leading and coordinating.
- Ability to prepare and operate within annual budget.

Supervisory Responsibilities

Manages treatment plant operations and staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include hiring, and ensuring adequate training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

Tools & Equipment Used

- Personal computer, including word processing, spreadsheets, and database software;
- Tablet; smart phone; motor vehicle; backhoe; Vac Truck; various hand and power tools.
- SCADA

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.

- Work is performed inside and outside in all types of weather conditions and occasionally near moving mechanical parts, in high precarious places
- Occasional exposure to associated wastewater gases and raw wastewater.

- Occasional exposure to wet and/or humid conditions, mud, snow and ice, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration
- Noise level in the work environment is usually moderate to loud

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.

- Work is performed mostly in field settings. Considerable indoor/outdoor work is expected. Hand-eye coordination is necessary to operate testing instruments, heavy equipment, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear, use both hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- The employee is occasionally required to lift, climb or balance, stoop, kneel, crouch, or crawl.

Competency:

To perform the job successfully, the individual is expected to demonstrate the following competencies:

- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Communication:** speaks clearly in positive or negative situations; listens without interrupting and asks questions to get clarification.
- **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** observes safety and security procedures at all times; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Team Work:** balances individual and team responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- **Dependability:** follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality:** demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Initiative:** volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

- **Motivation:** sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- **Planning/Organizing:** prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- **Interpersonal:** focuses on solving conflicts without blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and trying new things.
- **Problem Solving:** gathers and analyzes information in order to identify and resolve problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment:** displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Managerial Consistency & Managing Diversity:** Delegates work to staff according to their level of skill and experience. Sets high standards for the department and ensures follow-through on tasks and projects. Recognizes and rewards staff for contributions. Creates an environment where all individuals are comfortable in openly expressing concerns/opinions.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods. Provides coaching to continually develop each staff member.
- **Financial Management:** Understands the organizations financial processes. Prepares, justifies, and administers the department budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.

Position Type/Expected Hours of Work:

This is a full-time position. Regularly scheduled days and hours of work are Monday through Thursday, 7:00 a.m. to 5:00 p.m. totaling 40 regular hours per week. Additional hours of work can be expected from time to time outside of the regularly scheduled working hours. Monitor SCADA as needed.

AAP/EEO Statement:

Jordanelle Special Service District (JSSD) is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.