

## **ASSISTANT WASTEWATER TREATMENT PLANT OPERATIONS MANAGER**

### GENERAL STATEMENT OF RESPONSIBILITIES

This position serves as the second in command to the Wastewater Treatment Plant Operations Manager. This position is responsible for direction of work assignments to the Wastewater Treatment Plant Lead Operators and assisting the Wastewater Treatment Plant Operations Manager with oversight of all day to day operations of the Wastewater Treatment Plant, Advanced Water Treatment Facility and Reclaimed Water Distribution and Disposal Facilities. The incumbent is guided by policies and assignments received from the Wastewater Treatment Plant Operations Manager, but is carried out with a high degree of independent judgement in accomplishing the work. This position is responsible for assisting in the development and implementation of new programs to achieve the desired results. This is a District safety-sensitive position in accordance with Arizona law.

### EXAMPLES OF DUTIES TO BE PERFORMED

1. Assists Wastewater Treatment Plant Operations Manager in planning, organizing, assigning, directing, and reviewing the work of employees engaged in the operation and maintenance of the wastewater treatment plant, advanced water treatment facility, and reclaimed water distribution and disposal facilities.
2. Assists in overseeing the operation and maintenance of facilities to meet all applicable regulatory requirements and design criteria. Assists in developing and implementing techniques and methods of process control which increase plant efficiency.
3. Acts as Wastewater Treatment Plant Operations Manager in his absence.
4. Coordinates and directs work of Wastewater Treatment Plant Lead Operators and their subordinates.
5. Assists Wastewater Treatment Plant Operations Manager with section personnel issues including hiring, evaluating, disciplining, and terminating.
6. Confers with the Wastewater Treatment Plant Operations Manager or District Manager, in the absence of the Wastewater Treatment Plant Operations Manager, in regards to plant operational problems.
7. Directs communication between all section personnel to ensure coordinated facility operations.
8. Schedules and coordinates adequate operational staff to maintain operational and compliance objectives.
9. Reviews time records in the absence of the Wastewater Treatment Plant Operations Manager.

10. Responsible for procurement of all routine section supplies and services.
11. Reviews and interprets process control analysis and directs process control changes to maintain facility compliance objectives.
12. Assists the Wastewater Treatment Plant Operations Manager with the implementation, direction, and enforcement of plant safety and risk management programs.
13. Assists Wastewater Treatment Plant Operations Manager with the implementation and oversight of District training activities.
14. Prepares reports for submission to the Wastewater Treatment Plant Operations Manager.
15. Assists Wastewater Treatment Plant Operations Manager in department inventory control.
16. Assists Wastewater Treatment Plant Operations Manager in overseeing the work of others contracted to work on plant components.
17. Performs other duties as assigned.

#### REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of and ability to apply District policies and procedures.
2. Knowledge of the methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant components.
3. Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
4. Knowledge of the occupational hazards in wastewater treatment plants and safety measures to be implemented.
5. Ability to work with raw sewage and chemicals using normal protective equipment.
6. Ability to plan and direct the work of subordinate employees.
7. Ability to operate and maintain equipment used in wastewater treatment processes.
8. Ability to recognize equipment and process problems.

9. Ability to recognize needed repairs.
10. Ability to perform, analyze, and interpret laboratory tests for the purpose of making operational adjustments.
11. Ability to deal effectively with people at all levels.
12. Ability to read and interpret engineering specifications and drawings pertaining to plant expansions and improvements.
13. Ability to work in a wide variety of weather conditions and exposure to the elements.
14. Ability to work in small, cramped spaces and comply with confined space entry procedures.
15. Ability to understand and follow oral and written instructions in the English language.

#### REQUIRED TRAINING AND EXPERIENCE

This position requires graduation from high school, a minimum of five year's experience as Wastewater Treatment Plant Lead Operator, and one year's supervisory experience.

#### ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment physical and drug test.
2. Must possess a valid AZ driver's license with a good driving record.
3. Must possess a Grade IV Arizona Department of Environmental Quality Wastewater Treatment Certification.
4. Ability to obtain and maintain certification to wear respirator & SCBA equipment in accordance with OSHA requirements.