

JOB POSTING



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HUTCHINSON

A CITY ON PURPOSE.

Web: www.hutchinson.mn.gov
Email: snelson@hutchinsonmn.gov

Tel: 320.234.5608
Fax: 320.234.4240

Apply By: Friday, November 15, 2024

2024

TITLE WASTEWATER MANAGER

DEPARTMENT PUBLIC WORKS - WASTEWATER

SUPERVISED BY DIRECTOR OF PUBLIC WORKS

SUMMARY MANAGES WASTEWATER TREATMENT FACILITY OPERATIONS AND MAINTENANCE; ADMINISTERS PERSONNEL, BUDGETARY, AND REGULATORY MANAGEMENT OF THE WASTEWATER TREATMENT FACILITY.

DUTIES AND RESPONSIBILITIES

- 1. Employee Supervision – 35%**
 - a. Supervises and coordinates the work performed by the employees of the wastewater treatment facility under the direction of the Director of Public Works. Maintains familiarity with all procedures and has the ability to serve as a backup for other staff when necessary.
 - b. Ensures that employees receive adequate safety and related training required to efficiently and safely operate and maintain the wastewater treatment/collection facilities.
 - c. Oversees and directs staff on licensing requirements.

- 2. Operations – 30%**
 - a. Assumes responsibility for overall effective operation of the wastewater treatment facility and the wastewater collection system lift stations. Meets regularly with the Director of Public Works to ensure that wastewater treatment facility operating requirements are satisfied.
 - b. Ensures that machinery, equipment and structures utilized by the department are properly maintained and operated.
 - c. Prepares performance evaluations and pay recommendations for employees under supervision as directed by the Director of Public Works.
 - d. Prepares reports and records of department operations as requested by the Director of Public Works.
 - e. Coordinates the City’s biosolids program including land application and sludge processing activities with other Public Works departments/personnel and private property owners. Completes the associated biosolids program annual report.

- f. Responsible for development of Standard Operating Procedures (SOPs) for wastewater treatment and collection. Reviews and revises SOP's annually as required to comply with current facility needs.

3. Administrative – 30%

- a. Responds to emergency situations on a 24-hour basis. Communicates with the Director of Public Works as necessary to resolve problems.
- b. Ensures that the rules and regulations of the Pollution Control Agency, State Department of Health, Department of Natural Resources and other relative agencies to the wastewater treatment/collection are satisfied with the assistance of the Project/Environmental/Regulatory Manager.
- c. Prepares reports required by the State or other agencies.
- d. Develops, with the assistance of the Director of Public Works, the annual budget request and capital improvement plan relative to the Wastewater Department Fund.
- e. Attends department staff and management meetings, city council and other meetings as required and communicates relevant to the activities of the wastewater treatment facility.
- f. Administers a program for continuous improvement of operational processes and facilities maintenance.
- g. Acts to maintain and improve public relations with utility users, residents, wastewater treatment plant neighboring properties, and others relative to City wastewater treatment and supply.
- h. Maintains records on all operations parameters and maintenance costs. Provides year-end report to Director of Public Works.
- i. Coordinates, facilitates and supervises efforts with product vendors and facility contractors on wastewater equipment and process improvement projects.

4. Other Duties as Assigned – 5%

- a. Assists Public Works department with emergency management functions and emergency maintenance responses as directed.
- b. Performs related duties as required.

EQUIPMENT

All related wastewater treatment/collection system equipment, SCADA and PLC systems, personal computer and related software, printers, copiers, cell phone, 2-way radio, telephone, fax machine, small tools, power tools, and other tools related to maintenance. Operates City-owned vehicles; including commercial vehicles, front-end loaders, agricultural tractors and implements, utility vehicles, and power industrial trucks.

MINIMUM REQUIREMENTS

Associate degree/ technical training in wastewater treatment operation and maintenance, plus five years of relevant wastewater treatment facility operations experience in a similar sized facility. General knowledge of wastewater treatment facility functions and personnel management. Ability to establish working relationships and to communicate well with employees and the public. Basic knowledge of electricity, hydraulics, chemistry and electronics. The following may be substituted for the previously noted education and work experience at the discretion of the City:

- Seven (7) years' experience in a Class A or B facility.

- Completion of a postsecondary program in water/wastewater treatment operation and maintenance and six (6) years' experience in a Class A or B facility.
- Bachelor's degree in chemical, civil, environmental, or mechanical engineering or sciences plus a minimum of three (3) years of experience in a Class A or B facility.

DESIRABLE QUALIFICATIONS

Extensive knowledge of wastewater treatment facility functions and personnel management. A minimum of five years of relevant wastewater treatment plant operations experience in a similar sized facility. One-year experience as part of the management of a Class A or B facility. Ability to plan and facilitate meetings, presentations, and training sessions. Ability to negotiate prices, terms and conditions for purchase orders and service contracts. Knowledge of chemistry, biology, mechanics, pneumatics, hydraulics, automation, electricity and electronics. Proficient in Microsoft Office. Ability to read, interpret and comprehend blueprints, schematics, and diagrams for wiring, programmable logic, process flow and control. Training in project management.

CERTIFICATION REQUIREMENTS

Class B Wastewater Operator Certificate with the ability to obtain a Class A Certificate within two years of employment. Obtain within 18 months of hire: Class D Water Certificate, Type IV Waste Disposal Facility Operator Certificate, Special Engineer Boiler license, Class B CDL with tanker and air brake endorsement. Maintain a clean driving record.

WORKING CONDITIONS

Inside and outside work. Temperature extremes and odors. Some hazards from chemicals and gases. Will be expected to respond to emergency calls and situations on a 24-hour basis. Rotating weekend duty involves shifts at water and wastewater plants and, being on call. Attendance of after-hours meetings and work-related activities as deemed necessary.

Grade 190 position: Salary range \$38.35/hour to \$57.52/hour.

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR MAINTENANCE POSITIONS: Park/Arena Operator, Street Operator, Water and Wastewater Operator and Maintenance, Cemetery Maintenance, Engineering Technician, Compost Equipment Operator, Compost Lead, Park Maintenance Lead, Maintenance Operations Lead, Transfer Site Equipment Operator.

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 reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or

operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is frequently loud.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. 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.

The 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.