

**MAJOR FUNCTION**

This is responsible professional and administrative work in directing the operations of the wastewater collection systems, municipal wastewater treatment and disposal systems, reclaimed water treatment and water reuse, bio-solids treatment and disposal, maintenance support and inventory management for the Underground Utilities. Work is performed under administrative direction of the General Manager-Underground Utilities with considerable latitude for the use of independent judgment, discretion and initiative in carrying out the daily operations. Work is reviewed by observation of results obtained, periodic reports and conferences.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, and manages staff and resources dedicated to the operations of the municipal wastewater collection systems, wastewater treatment and disposal systems, reclaimed water treatment and water reuse, bio-solids treatment and disposal, maintenance support and inventory management for the Underground Utilities. Attends meetings with consultants, staff, department heads, city, state and federal officials, and professional organizations. Prepares memorandums, correspondences, agenda items and reports. Develops and implements operational procedures, capital programs, system modifications, and new technology programs. Develops quality and productivity improvement capabilities to improve services and effectiveness and to remain competitive with the private sector. Deals with the public concerning problems and complaints with the wastewater system. Develops and implements maintenance programs to prolong the life of the system and insure its smooth operation. Develops and implements training programs to insure that personnel operate the system properly and in accordance with regulations. Directs the purchasing of materials, supplies and equipment for use in the operation of the system. Recommends the hiring, transfer, promotion, grievance resolution, discipline or dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares and administers the division's annual operating and capital budgets, in conjunction with the Administrative Services Division. Completes various reports, and directs the record keeping activities of the division. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the modern techniques, methods, procedures, principles and practices of the organization and management of wastewater collection systems, wastewater and bio-solid treatment systems and water reuse. Thorough knowledge of the daily operation of these functions. Thorough knowledge of machinery, tools, and equipment employed in the operation of a modern comprehensive water pollution control program. Thorough knowledge of the chemical, biological, and physical processes involved in wastewater treatment. Thorough knowledge of the materials, and equipment used in construction, maintenance and repair of wastewater collection systems. Thorough knowledge of environmental laws, rules and regulations pertaining to wastewater and bio solid treatment, and water reuse. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to prepare and maintain accurate and concise operational reports. Ability to express oneself effectively, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to assign and review the work of employees and provide proper instructions in a manner conducive to improve performance and high morale. Possesses management style and values that are consistent with the City of Tallahassee's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the

use of microcomputers and the programs and applications necessary to successful job performance.

Minimum Training and Experience

Possession of a Bachelor's Degree in civil or environmental engineering or a related scientific field and five years of professional experience in wastewater collection and treatment operations, or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity,.

Necessary Special Requirement

Possession of a valid Class "E" State Driver's license at time of appointment.

Must obtain a valid Florida Wastewater Plant Operator Class "A" License within one year of appointment, as a condition of continued employment.

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04-05-89  
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