

MAJOR FUNCTION

This is professional and administrative work assisting the Manager-Wastewater Operations in directing the activities of the wastewater pumping 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 Department. The work involves responsibility, as assigned by the Director, for general supervision of designated areas and/or functions on a day-to-day basis and the incumbent will serve as the plant manager in the manager's absence. Work is performed under administrative direction of the Manager-Wastewater Operations 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**

Assists with the planning, organizing, and management of staff and resources dedicated to the operations of the municipal wastewater pumping systems, wastewater treatment and disposal systems, reclaimed water treatment and water reuse, bio-solids treatment and disposal, maintenance support and inventory management (or any operational combination thereof) for the Wastewater Division. Attends meetings with consultants, staff, department heads, city, state and federal officials, and professional organizations, as designated. Prepares memorandums, correspondences, agenda items and reports for assigned areas and entire department, as appropriate. Develops and recommends operational procedures, capital programs, and system modifications. 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, as directed. Prepares and delivers presentations before news media, community groups and civic organizations. Manages the development and implementation of practices and processes that prolong the life of the system and insure its smooth operation. Manages the preparation and administration of the division's annual operating and capital budgets, in conjunction with the Administrative Services Division. Completes and submits various reports, and directs the record preparation and retention activities of the division. Coordinates development and review of applicable procedures and makes necessary revisions to assure maximum safety of personnel and equipment, economy of operation and effective utilization of manpower, as authorized. Recommends the hire, transfer, promotion, grievance resolution, discipline or dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Serves as plant manager in the manager's absence. Knows and understands City policies and procedures, equal employment opportunity laws and directives and their proper application in applicable employment practices and takes the lead in Investigating and adjusting personnel issues that may arise in the division. Performs special assignments and research projects as assigned. Performs related work as required. Leads cross-functional teams. 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 pumping 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 four years of professional experience in wastewater collection and treatment operations, or an equivalent combination of training and experience. Two 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 Department of Environmental Protection Wastewater Plant Operator Class A or a State of Florida Professional Engineer (P.E.) license within one year of appointment, as a condition of continued employment.

Established: 11-14-15