

**Rivanna Authorities
Wastewater Manager
Job Description**

Department: Wastewater
FLSA Status: Exempt
Wastewater
Grade: 22
Manager, Operators

Job Status: Regular, Full-Time
Reports to: Director of Water &
Positions Supervised: Assistant

SUMMARY

Performs responsible technical and administrative work in directing and supervising the wastewater department which has various facilities in several locations with employees working various shifts; does related work as required.

Work is performed under the general supervision of the Director, Water & Wastewater.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Plans, directs, assigns, supervises and reviews the activities of the department;
Sets departmental goals and gives leadership in assigning tasks; maintains operational control of department activities and interprets Authority policy;
Prepares time sheets;
Oversees performance evaluations on all department staff, performs evaluations on assigned employees, and when necessary recommends and carries out disciplinary action;
Reviews employment applications, interviews applicants, researches references and makes recommendations for hiring;
Oversees and evaluates treatment practices and procedures to ensure optimization of operations for the treatment systems;
Serves in a 24-hour on-call basis in case of questions of a technical nature or emergencies;
Works with financial officer, engineering, and Department staff to develop an operating budget for each fiscal year;
Works with financial officer, engineering and Department staff in developing, modifying, and implementing a multi-year flexible Capital Improvement Plan;
Performs research on vendors and purchases and directs staff in maintaining inventory of chemicals, supplies and parts for the department;
Maintains communication with users of treatment services, city and county wastewater department heads, related public agencies and the public-at-large;
Handles citizen complaints;
Deals directly with the Department of Environmental Quality and Virginia Department of Health in handling inspections, and other regulatory matters as appropriate, overseeing the preparation of, reviewing and signing monthly operating reports;
Directs and guides staff in performing duties and tasks while following EMS guidelines.
Must stay current with new wastewater related developments, regulations, and treatment ideas by regularly attending seminars, conferences, and training sessions.
Effectively uses Microsoft Office Word, Excel, and Outlook.

SUPERVISORY RESPONSIBILITIES

Manages an Assistant Manager, and approximately 15 non-exempt employees in the Wastewater Department. Carries out managerial and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE

Any combination of education and experience equivalent to graduation from a 4 year college/university in a related field and at least 5 years of increasingly responsible experience in directing and operating treatment facilities. A comparable amount of training and experience may be substituted for the minimum qualifications. Comprehensive knowledge of the principles and practices of treatment plant operation, wastewater sanitary engineering and current treatment standards; ability to organize, and coordinate the work of subordinates in achieving required maintenance, repair, treatment, testing, and administrative functions; ability to prepare plans and reports; have the knowledge, initiative and resourcefulness to handle problems encountered in the operation of treatment facilities; ability to direct others in a positive manner and to serve as a part of a management team.

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a Virginia Class 1 Wastewater Operator's License or ability to obtain license within a reasonable timeframe, and a valid Virginia Driver's License.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel, reach with hands and arms, and taste or smell. The employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS

Must possess a personal or home phone