

## **Wastewater Operations Manager**

Grade: 10 salary range \$77,812.80 to \$101,150.40 based on experience

Status: Exempt

Posting closes when filled

### **Summary:**

This position is responsible for overseeing and coordinating the technical tasks related to the operational activities of the wastewater treatment plant to ensure the efficient operation of plant components, safe, and economical treatment of wastewater, and disposal of sludge. The principal function of an employee in this class is to assist with the oversight of the day-to-day operations. This position performs a variety of first-line supervisory and technical tasks related to the operation, maintenance and repair of WWTP. This position works under the direct supervision of the Director of Wastewater and Public Works, and Deputy Director of Wastewater and Public Works.

### **Essential Duties:**

Coordinating both operations and maintenance activities of the WWTF with the chief operator and department foreman.

### **Knowledge and Abilities**

(Please note that the following list is intended only to illustrate the various types of work that may be performed. The omission of specific knowledge, skills or abilities does not exclude them from the responsibility of the position.)

- Comprehensive knowledge of safety programs.
- Comprehensive knowledge of all controls of the WWTF and pump stations.
- General knowledge of wastewater operations
- General knowledge of programmed logic controllers (PLC).
- General knowledge of variable frequency drives (VFD).
- Ability to solve complex mechanical and technical problems.
- Ability to supervise, counsel and direct a multi-skilled workforce.
- Ability to orally communicate in a professional manner with management, outside contractors and fellow employees.

- Ability to work in a proficient manner with Microsoft Outlook, Word and Excel or other software programs.
- Ability to read and interpret technical bulletins, drawings and manuals.
- Ability to understand all federal, state and local regulations.
- Ability to make decisive decisions in adverse scenarios and situations.

### **Education, Training and Experience**

High school diploma or GED equivalent.

Desired two-year education in the wastewater field or similar field.

This position requires at least five years' experience in a facility with progressive responsibilities in facility operations in a supervisory or management capacity.

Other combinations of experience and education which provide the knowledge and skills required to perform the job may be considered.

Must have a Grade 2 Wastewater License or the ability to obtain within 1 year of employment.

### **Additional Requirements**

Must pass a pre-employment physical and drug test.

Must possess a Maine State Driver's License

### **Physical Requirements**

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.

The Wastewater Operations Manager must be able to work in all areas of the wastewater utility, often transitioning from indoor to outdoors. Work may take place in cold, hot, wet, cramped areas and often in hazardous conditions. Within these areas; the ability to climb stairs, ladders and work with all kinds of hand and power tools is necessary. The Wastewater Operations Manager must be able to lift fifty (50) pounds.

Work is performed in all areas of the WWTF and pump stations. The amount of time spent in the individual areas is dictated by department needs and priorities. Work takes place

near high voltage electrical panels, toxic chemicals, corrosive chemicals, toxic gases, numerous biological hazards and raw sewage. This position is required to be on "stand-by" and will be required to respond to emergency situations in rain, cold, heat and snow within sixty (60) minutes after being contacted. Some of these conditions could be prolonged and may be required to take extra shifts. This position may work in and around the general public and are required to act in a professional manner at all times.

Employees in this position must have the ability to talk and hear, to see clearly and must have fine motor dexterity in both hands. The employee must also have the ability to operate the full range of equipment that is typically required of the class without special aides.

The duties listed above 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.