

**CITY OF MOBRIDGE
POSITION DESCRIPTION**

Wastewater Treatment Plant Manager

<u>Department</u> Water	<u>Supervisor</u> Water/ Wastewater Superintendent	<u>Classification</u> Non-Exempt, Full Time	<u>Revision Date</u> January 2015
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Purpose: planning, directing, organizing, training, and supervising activities of Mobridge Wastewater Treatment Plant.

Job Location: Wastewater Treatment Plant

Duties and Responsibilities:

- Performs technical and administrative duties related to Wastewater Treatment Plant; responsible for routine operation and maintenance of chemical equipment, chlorinators, dosages, and ensure all aspects of plant in good working order
- Ensure compliance with federal and state regulations in the performance of official duties; work with state and federal agencies as necessary
- Assists with purchase orders, financial expenditures of Wastewater Treatment Plant
- Operate lab testing and maintain all records of lab analyses and collection samples
- Plan and work on construction, installation, repair and maintenance of wastewater treatment facility and equipment
- Ensure proper application of processed biosolids to City properties when required
- Advise City on future system improvements necessary to maintain quality services
- Ensure quality standards are met by chemical vendors and maintain facility inventory
- Ensure proper care and disposition of City property assigned to Department
- Maintain positive working relationships with other organizations and the public
- Demonstrate continuous effort to improve operations and reduce costs
- Report relevant and pertinent information to Superintendent
- Assist in recruiting, interviewing, hiring, promotion, evaluating, rewarding, disciplining, and firing activities for Wastewater Treatment Plant.
- Maintain and reviews time sheets and employee reports
- May cross-train in other City departments, such as Airport, Parks, and Streets
- Cooperate with snow removal duties on City properties, in coordination with Street Department
- Perform additional duties as may be required, not inconsistent herewith

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Required Knowledge and Abilities:

- Knowledge of relevant City and State regulations including but not limited to Safe Drinking Water, NPDES, and SWD permit standards
- Ability to supervise others and cooperate with other departments when needed
- Ability to provide safe alternatives for operations during any systems malfunction
- Ability to work safely and around machinery and power tools
- Knowledge of effective personnel supervision and budget management
- Ability to perform mathematical skills such as basic math, percentages, ratios, proportions, area, volume, and circumference
- Ability to interpret technical procedures, journals, and government regulations
- Provide consistent quality service to general public and resolve issues
- Ability to write and maintain communication with wide range of audiences
- Work in all weather conditions, as well as ability to keep regular office work up to date
- Ability to work flexible hours, nights and weekends

Qualifications:

- High school diploma or G.E.D. certificate
- Valid commercial driver's license
- Three years progressive experience in Wastewater Treatment or Water Distribution with one of those years in supervisory position or equivalent combination of education and experience may be acceptable
- Valid Certificate: Class II Wastewater Treatment OR Class II Water Distribution

Physical Demands:

- Ability to move and/or lift materials and equipment up to 75 pounds
- Required to safely use various chemicals and cleaning/maintenance products
- Regularly required to stand, walk, bend, kneel, climb, crawl, reach, balance, carry, sit