

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Wastewater Treatment Services Manager	CLASS. CODE: 0535
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Public Works Director/ Operations Services Manager	DATE: 7/1/2002

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**Job Summary:**

Exercises full responsible management authority for wastewater treatment services, including responsibility for laboratory, biosolids, maintenance, operations and administrative sections.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Directs, plans, assigns work, coordinates work, manages projects, coordinates activities, makes decisions, budgets and authorizes work performed by multi-disciplinary team of supervisory or management level staff necessary to operate a large wastewater treatment facility.
2. Anticipates expenditures and develops yearly operating budget to fund personal services, operations and maintenance, and capital improvement project requirements; participates in the review, justification and approval of major expenditures.
3. Maintains knowledge base of regulations and principles; ensures compliance and manages functions of laboratory, maintenance, engineering, operations, and residual management sections in order to insure the safe and lawful operation of a large wastewater treatment facility. Reviews State and Federal monthly permit compliance reports for accuracy as recognized authority; authorizes and signs reports after review.
4. Manages, guides, supervises, directs, and coordinates work activities of staff; ensures staff is appropriately represented in the decision making process as it relates to their work; communicates expectations to both contract and represented and supervisory staff; deals with Union contract issues and disputes; writes performance appraisals for section managers.
5. Develops and ensures adherence to policies and procedures that permits the continuous operation of the wastewater treatment facility in compliance with City, State and Federal laws, guidelines and rules.
6. Writes change order requests, sole source purchase documents, City Council staff reports, and other correspondence associated with activities relating to the wastewater treatment facility, budget issues and regulatory compliance.
7. Participates in regulatory decision making through involvement in state and municipal policy and technical rule making committees; represents City in regulatory permit decisions affecting the City's environmental compliance operating permit.
8. Maintains knowledge base to communicate, administer, and ensure plant- wide compliance with all State and Federal programs or regulations related to the Clean Water Act, Occupational Health and Safety Act, ADA, FMLA, Hazardous Materials and Right to Know Rules, Clean Air Act, and all other applicable rules and laws.
9. Writes letters, memorandums, technical documents and reports related to the operation, strategic planning, and management of the wastewater treatment facility.
10. Plans, coordinates, establishes budgets and manages technical projects and plant expansion projects related to the wastewater treatment facility; communicates and collaborates with consultants working on projects.

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**Important Job Functions**

1. Communicates with the public, other municipalities and other city departments on matters related to the wastewater treatment facility; participates in and represents the City at technical conferences, water and wastewater task force meetings, professional organizations, public meetings and City wastewater issues.
2. Performs other duties as required by Director.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Civil Engineering, Business Administration or a related field; and,  
Ten (10) or more years of experience in a related field; or,  
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Oregon Department of Environmental Quality Grade 4 Wastewater Certification

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Contemporary office practices and procedures and basic office software products.
- Supervision, budget, and engineering principles.
- Laboratory practices, chemistry, microbiology, biology, hydraulics, mechanical, electrical and instrumentation systems.
- Oregon Administrative Rules and Federal Clean Water Act as related to wastewater treatment and environmental compliance.
- Wastewater treatment systems and equipment.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently, analyze information and make appropriate decisions.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

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**Physically able to:**

- Sit, keyboard, read, write, see clearly, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb stairs.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.