PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for operations and maintenance, engineering, planning and administrative work in directing the Wastewater Treatment, Environmental Monitoring, and Biosolids Management of the Water and Sewer Department; and performs other related duties as assigned.

ESSENTIAL TASKS:
• Directs the section managers in planning and coordinating personnel engaged in the wastewater, environmental monitoring and compliance and biosolids operations of the Water & Sewer Department
• Plans, directs, and supervises the work of professional, sub-professional, technical, and labor personnel.
• Initiates, directs, and assists in communication, coordination and cooperation with other City departments, consultants, contractors, and outside agencies to achieve department goals and objectives.
• Coordinates the preparation of specifications for material, equipment, and service needs.
• Initiates studies to determine adequacy and effectiveness of present operations.
• Recommends and establishes new methods and procedures for improving efficiency.
• Directs the preparation of and administers the annual budget for the Water Pollution Control division.
• Conducts and attends official meetings and conferences relating to department operations.
• Ensures operations are in compliance with applicable federal, state, and local regulations as well as City and departmental policies.
• Prepares, reviews, administers, and monitors the budget.
• Assists and performs work involving the preparation and review of contracts and proposals.
• Develops and presents written and verbal reports.
• Performs duties for the Director as required.
• Manages emergency preparedness, mitigation, response and recovery plans for the division.
• Develop, monitor and support initiatives to improve the overall department and division safety programs and engage in opportunities to improve the process.
• Manages water and sewer assets safely and efficiently across their life-cycle according to the policies, strategies and procedures provided in the Asset Management Framework.
• Reports to work on a regular and timely basis.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

(a) Completion of 120 hours from an accredited college or university. Preference is given to Bachelor of Science degree in Biology, Chemistry, Environmental Engineering, or Civil Engineering; and,
(b) Eight (8) years of progressively responsible experience in municipal public works and wastewater operations

Knowledge, Abilities and Skills:
Knowledge of:
• Comprehensive knowledge of municipal wastewater operations objectives, purposes, methods, and practices.
• Comprehensive knowledge of wastewater engineering principles as they apply to the maintenance, repair and operation of a wastewater facility.
• Comprehensive knowledge of the laws, ordinances and regulations related to the planning, development, operation, and maintenance of wastewater facilities.
• Considerable knowledge of modern developments and sources of information regarding wastewater operations.

Ability to:
• Ability to plan, direct, coordinate and supervise the work of professional, sub-professional and technical personnel engaged in maintenance and operation of wastewater facilities.
• Ability to prepare comprehensive reports and recommendations for improved and expanded service.
• Ability to work effectively with others in complex and controversial situations with appropriate tact and courtesy.
• Ability to formulate short and long range plans necessary to accomplish the goals of the department.
• Ability to express ideas and recommendations effectively.
• Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 15 pounds, with occasional lifting up to 60 pounds; frequent carrying up to 15 pounds, with occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
  a) Possession of a valid class “D” Oklahoma Driver license; and,
  b) a valid Class "A" Wastewater Operator’s License issued by the Oklahoma Department of Environmental Quality (DEQ) or ability to obtain within time allotted by law.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01
Group: Engineering, Planning and Technical Group
Series: Professional Engineering Series