



CLASS TITLE | WATER POLLUTION CONTROL SUPPORT SERVICES MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1052

Effective Date: 10/11/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for supervising and directing subordinate personnel engaged in special projects, safety compliance, environmental compliance, biosolids disposal and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, coordinates and directs the activities of support services personnel engaged in special projects, safety compliance, environmental compliance and the disposal of wastewater treatment plant biosolids
- Directs personnel with advanced knowledge of a computerized maintenance management program and a computerized water information management system
- Prepares regulatory reports and communicates with federal and state representatives to achieve compliance with regulatory requirements
- Manages special projects, fixed assets, Safety Data Sheet (SDS) training, confined space program compliance, Emergency Action Plan compliance, and Stormwater Management Plan compliance
- Manages safety training and Oklahoma Department of Environmental Quality (ODEQ) wastewater license training
- Researches biosolid re-use/disposal alternatives
- Manages compliance with Sludge Management Plans for all wastewater plants
- Monitors and prepares contracts and technical reports
- Prepares and administers the Support Services budget and may assist with Division budget
- Investigates incidents and accidents promptly, and implements corrective actions
- 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.

- (a) Graduation from an accredited college or university with a bachelor's degree in chemistry, biology, computer science or engineering, **and**,
- (b) Five (5) years of experience with environmental matters.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of federal, state and local laws, codes and regulations concerning water/wastewater and biosolids programs;
- Considerable knowledge of the principles, practices and techniques of wastewater treatment;
- Considerable knowledge of technology in treatment plant operations and maintenance procedures;
- Considerable knowledge writing and administering project contracts;
- Good knowledge preparing and managing operating and capital expenditures budgets;
- Good knowledge of Oklahoma Pollution Discharge Elimination System (OPDES) permits and advanced wastewater principles; good knowledge of administrative and management practices; and
- Good knowledge of Public Employees Occupational Safety and Health (PEOSH) regulations and safety issues regarding wastewater facilities.



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Ability to:

- Ability to supervise and evaluate the performance of subordinate personnel
- Ability to develop safety procedures, monitor effectiveness and train staff; 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; occasional lifting up to 10 pounds; occasional carrying, pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, feeling, climbing and smelling; 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) Class "B" Wastewater License as issued by the Department of Environmental Quality (DEQ) within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather and requires some travel to various locations to conduct inspections.

EEO Code: E-01

Group: Engineering, Planning, and Technical

Series: Professional Engineering