

## **CLASS TITLE: WATER POLLUTION CONTROL SUPPORT SERVICES MANAGER**

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

### **ESSENTIAL TASKS:**

- Plans, coordinates and directs the activities of support services personnel engaged in special projects, instrumentation, electrical maintenance and the disposal of wastewater treatment plant biosolids
- Assures compliance with federal, state and municipal regulations, codes, policies and standards
- Manages special projects, fixed assets, Material Safety Data Sheet (MSDS) training and Risk Management Plan (RMP)
- Manages safety training and Oklahoma Department of Environmental Quality (ODEQ) wastewater license training
- Manages Supervisory Control And Data Acquisition (SCADA) and data management systems
- Researches biosolid re-use/disposal alternatives
- Monitors and prepares contracts and technical reports
- Prepares and administers the annual element budget
- Assists with employee selection, investigates accidents, participates in disciplinary measures and makes recommendations for other employee actions
- Must report 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: Graduation from an accredited college or university with a bachelor's degree in chemistry, biology, computer science or engineering, and five (5) years of experience with environmental concerns.

Knowledge, Abilities and Skills: 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 of SCADA and data management systems; considerable knowledge writing and administering Public Works 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. Ability to supervise and evaluate the performance of subordinate personnel; ability to link SCADA with data management systems to electronically produce reports to track operations and maintain wastewater facility equipment; ability to review and apply RMP's regulations to affected wastewater facilities, managing all plan aspects and ensuring compliance; 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: Possession of a valid Oklahoma Class "D" Operator's License; and a 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.

**Class Code: 1052**

**EEO Code: E-01**

**Pay Code: EX-44**

**Group: Engineering, Planning, and Technical**

**Series: Professional Engineering**

**Effective date: July 2, 2007**