

CLASS TITLE: PUBLIC WORKS WATER POLLUTION CONTROL MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for advanced professional engineering, planning and administrative work in directing the Wastewater Treatment, Environmental Monitoring, and Biosolids Management sections of the Public Works Department; and performs other related required duties.

ESSENTIAL TASKS:

- Directs the section managers in planning and coordinating personnel engaged in the wastewater, environmental monitoring and compliance and biosolids operations of the Public Works 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 section
- 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
- 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 chemical, environmental, and biosystems engineering and eight (8) years of progressively responsible experience in municipal public works and wastewater operations.

Knowledge, Abilities and Skills: 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; and considerable knowledge of modern developments and sources of information regarding wastewater operations. 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; and the 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 50 pounds, with occasional lifting up to 60 pounds; frequent carrying up to 10 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.

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Licenses and Certificates: Registration as a professional engineer in the State of Oklahoma; and preferably a Class "A" Wastewater Plant Operator License as issued by the Oklahoma Department of Environmental Quality (DEQ).

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

Class Code: 1067

EEO Code: E-01

Pay Code: EX-52

Group: Engineering, Planning and Technical Group

Series: Professional Engineering Series

Effective date: January 08, 2010