

WASTEWATER/WATER DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator.

NATURE OF WORK: Responsible for administrative and technical work in the supervision, operation, maintenance, and technical control of wastewater pumping, treatment, effluent reuse, solids handling, and residual utilization facilities, as well as the water plant treatment and distribution systems. Assists with coordinating the Municipal Swimming Pool maintenance and operations during the appropriate season. Work involves administrative responsibility for the establishment of specific standards and procedures to accomplish maximum efficiency of the facilities. Work requires professional and technical knowledge of all phases of wastewater pumping, treatment, and pollution control facilities. Work requires professional knowledge of bacteriology and chemistry as applied to wastewater treatment and reclamation and water treatment and distribution. An employee of this classification is responsible for coordinating, planning, and inspecting the complete operation and maintenance of the facilities in order to ensure compliance with state and federal regulations. Supervision is over group of technical, skilled, and semi-skilled subordinates.

EXAMPLES OF WORK PERFORMED: Plans, assigns, coordinates, and supervises the work of subordinate supervisory personnel, involved in all phases of water pumping, treatment and distributions systems, as well as the preventative maintenance of such facilities. Develops and monitors employee technical skills and proficiency training and safety programs. Operates the SCADA system to monitor the overall system operation. Monitor and evaluate employee performance and assists with correcting any employee deficiencies. Coordinates projects with other city departments, government agencies, and private contractors and industries; answers questions and complaints from the general public. Maintains compliance with local, state, and federal regulations; reviews and provides input on proposed and existing city ordinances, state laws, and federal laws. Supervises and participates in the preparation of operation, cost, and technical reports of all assigned facility operations. Prepares, recommends, and assists in the preparation of annual capital improvements program and annual budget; reviews and recommends expansion and replacement programs for projected capital replacement and improvements program; manages capital improvements program and budget. Develops and monitors preventive maintenance program for each facility. Travels to such facilities on a regular and frequent basis to review and inspect facilities and program operations. Performs requested and related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: Thorough knowledge of the operating processes and practices involved in the operation, control, and maintenance of an advanced wastewater pumping and treatment facilities. Thorough knowledge of the operating processes and practices involved in the operation, control, and maintenance of an advanced water pumping, treatment and distribution systems. Thorough knowledge of the operation, repair, and maintenance principles and practices of water and wastewater treatment facilities and associated systems. Thorough knowledge of the safety hazards and necessary safety precautions connected with facility operations and maintenance activities. Thorough knowledge of computers and computer applications for treatment of process control, maintenance, database, and related records keeping systems. Considerable knowledge of electronic and computerized supervisory control and data acquisition systems. Considerable knowledge of the sources of applicable technical information and the ability to use such information effectively. Considerable knowledge of local, state, and federal regulations and regulatory agencies applicable to the operation and maintenance of water treatment and distribution facilities and systems. Ability to interpret and apply rules, regulations, and policies

and to make decisions in accordance with established precedents. Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written or oral form. Ability to plan, coordinate, assign, and evaluate the work of subordinate personnel. Ability to maintain accurate records and prepare clear and comprehensive written technical and administrative reports. Ability to establish and maintain effective working relationships with city officials, and employees, contractors, and the general public. Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from an accredited four-year college or university with major course work in civil, mechanical, chemical, environmental or sanitary engineering, plus considerable management and administrative experience in the operation wastewater pumping and treatment facilities or water treatment and distribution systems.

MINIMUM QUALIFICATIONS: Graduation from an accredited four-year college or university with major course work in civil, mechanical, chemical, environmental, or sanitary engineering plus considerable experience in the supervision and/or management of wastewater pumping and treatment systems and collection systems or water treatment and distribution systems; or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities.

DESIRABLE SPECIAL QUALIFICATIONS: Registration as a Professional Engineer by the State of Nebraska.

NECESSARY SPECIAL REQUIREMENTS: Possession of a Nebraska Class IV Wastewater Treatment Plant Operator Certification or equivalent; or the ability to obtain such certification within the first six (6) months of appointment. Possession of a Nebraska Class II Water Plant Operator Certification or equivalent; or the ability to obtain such certification within the first six (6) months of appointment. Possession of a valid Nebraska driver's license and CDL License is necessary for the satisfactory performance of assigned duties.

PHYSICAL REQUIREMENTS: Ability to work in inclement weather conditions; ability to lift up to 50 lbs.; ability to operate hand and power tools; ability to work in confined areas and near bodies of water; ability to climb ladders; ability to lift, carry, push and pull heavy equipment and tools.

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