

WEST SOUND UTILITY DISTRICT

Job Description

Job Title: Plant Manager

FLSA: Exempt

Reports to: General Manager

General Function

This is a highly responsible administrative and supervisory position. The Plant Manager will be responsible for administration of the facility, directing and supervising the activities of personnel engaged in operation of the wastewater treatment facility and associated programs; develops and reviews equipment, internal procedures/practices; works toward continually improving the effectiveness of operations; reviews work of the staff and contractors for completeness, accuracy and efficiency; and represents the District in discussions with Federal and State agencies, Kitsap County and firms or agencies as necessary or as directed by the District.

Job Duties and Responsibilities

1. Ensures compliance with NPDES permits and all regulatory requirements and conditions
2. Develops operational strategies to assure local, State and Federal regulatory compliance
3. Efficiently administers and operates the wastewater treatment facility
4. Provides supervision of the Facility employees and performs annual employee evaluations of plant employees
5. Plans, organizes and implement staff schedules
6. Prepares short and long term capital Improvement plans
7. Prepares the Facility budgets and provides control of facility expenditures
8. Prepares reports and responses to State inquires, as applicable
9. Effectively communicates and collaborates with other District management staff
10. Prepares and maintains a variety of responses for information, reports, records, databases and files
11. Makes public presentations for the District, as directed
12. Plans, organizes and implements long and short term plans and programs
13. Maintains facility data program for NPDES reporting
14. Monitors and analyzes cumulative computer generated process data
15. Monitors and analyzes Laboratory data
16. Monitors chemical use and manages chemical systems
17. Provides project oversight of Facility projects
18. Attends Board and Sewer Advisory meetings as required
19. Plans, organizes and schedules employee required training

20. Maintains a safe working environment and assigns staff to plan, organize, research and develop safety programs
21. Assists in planning and execution of maintenance tasks
22. Coordinates, organizes and manages outside contractors to perform work within the Facility
23. Coordinates and performs public education and facility tours
24. Performs other related duties as assigned
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42. Attends Board and Sewer Advisory meetings as required
43. Plans, organizes and schedules employee required training
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45. Assists in planning and execution of maintenance tasks
46. Coordinates, organizes and manages outside contractors to perform work within the Facility
47. Coordinates and performs public education and facility tours
48. Performs other related duties as assigned

Training and Educational Requirements

The minimum training and education requirements include:

Education: High School Diploma
 Completion of college courses is preferred
 A Bachelor or Associate degree in is desirable

Certifications: Valid Washington State Driver's License
 Basic First Aid and CPR card within six (6) months of employment

Valid Washington State Group IV Wastewater Operator Certification

Experience

Ten (10) years of progressively-responsible experience in wastewater plant operations, including leading or working in a team environment and three (3) years of supervisory experience, or equivalent combination of education, training and experience that would reasonably be expected to provide the job related competencies.

Knowledge, Skill and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of application and interpretation of state and local rules, regulations, codes and resolutions as they relate to areas of assignment
- Knowledge of principles, practices and methods of Wastewater treatment, facility administration and regulations
- Present themselves in a professional manner and appearance. Such duties may include public speaking, report writing, communications with the news media, and public relations
- Ability to communicate effectively, both verbally and in writing
- Ability to read, understand and implement technical manuals and drawings
- Ability to develop long range plans and programs for future development of the facilities and equipment
- Ability to develop and maintain good working relationship with employees, officials, regulatory agency representatives and the general public
- Convey information in written and oral form clearly and concisely
- Ability to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely
- Ability to read, understand and interpret analytical laboratory testing conducted in a wastewater treatment facility
- Ability to create and promote a team environment

The Plant Manager should possess good judgment and have the ability to make decisions with minimal supervision.

Working Conditions

This is a 40-hour per week position. Persons in this position are required to be available at times for after hours, weekends, and holidays. Persons in this position are required, at times, to be in an on call status, have phone service, carry communications for emergency response, and reside within a reasonable commute of the District.

The wastewater treatment facility has several work shifts and the Plant Manager is responsible for the proper functioning of the facility.

The employee is subject to 24 hour on call availability.

Physical Demands

The Plant Manager must have overall stamina and ability to perform moderate physical activity throughout the work day. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

Persons working in this position are required to work in all phases of the wastewater treatment system, and often are exposed to inclement weather. Due to various conditions, the agility to climb stairs, ladders, and walk on uneven surfaces is required. There are many health and safety hazards including, but not limited to the following: working with or near high voltage motors and generators; contact with various combustible and/or toxic gasses; and other hazards associated with working in and around sewage.

Other

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.