

# CITY OF WOODLAND TREATMENT PLANT MANAGER

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**Department: Public Works**  
**Date: February 2022**

## **Nature of Work:**

The Treatment Plant Manager is in charge and responsible for the operation and maintenance of the municipal water and wastewater treatment facilities and cross training employees for certification in water and wastewater operation. Work involves the operation, maintenance and repair of the treatment plants including Ranney intake pump station, Sample Stations, Water filtration/treatment Plant, Distribution, Reservoirs, retention ponds, digesters, lift stations, screening, clarifier, screw press and any other operation of water production, wastewater treatment and distribution of both.

## **Supervision Received and Exercised:**

Reports to the Water & WWTP Treatment Plant Superintendent and Public Works Director.

## **ESSENTIAL AND MARGINAL FUNCTION STATEMENT: Essential and other important responsibilities and duties may include, but not limited to, the following:**

### **Essential Functions:**

- Plans and implements the work of plant operations, maintenance and repair of the treatment facilities.
- Schedules and performs the collection and testing of samples to assure adequate treatment process and compliance with regulatory standards.
- Manages the operation of pumps, motors, blowers and other plant equipment.
- Prepares plant records, maintain gauges, meters and other plant testing and measuring devices to assure proper functioning of equipment.
- Maintains records and prepares all necessary periodic reports on plant operations, including submitting to the DOE monthly NPDES for retention ponds at WTP. Submit to the DOH and/or DOE all monthly monitoring forms and reports as required by WA State DOH and DOE. Coordinate with the Water and Wastewater Treatment Plant Superintendents, Public Works Director and state agencies on matters pertaining to plant operations.
- Works with the PW Director for succession planning in the Water and Wastewater Treatment Plant. Trains selected laborers in Water and Wastewater for preparation and track hours needed to take the OIT, WTP and WWTP Operator exams.
- Requisitions supplies; coordinates work shifts of alternate operation personnel.
- Assure that all work is performed in accordance with sound safety practices and procedures.

- Assist in development of long-range plans, goal, and objectives for assigned operations and maintenance, inclusive of including capital facility needs.
- Assist in the development of and/or implement policies, procedures and safety regulations related to the efficient operations in compliance with legal requirements, and all city policies and objective.
- Supervise, assign and participate in routine plant maintenance functions.
- Assist the Water and Wastewater Treatment Plant Superintendents with coordinating the scheduling of plant staff including shift schedules, vacations, etc.

**Marginal Functions:**

- Physically able to stand for extended periods, climb ladders, work in confined spaces, bend, stoop and lift in excess of 50 pounds.

**Marginal Functions (continued):**

- Perform special projects or tasks as assigned by supervisor.
- Respond as necessary to inquiries from the public including tours of plant facilities.
- Other related duties as assigned.

**Minimum Requirements:**

**Education and Experience:**

- A. High School graduate or G.E.D. equivalent, and
- B. One (1) year of college or university credit in engineering sciences or equivalent.
- C. Four (4) years of operation of water treatment plant or equivalent.
- D. Two (2) years of operation of a wastewater treatment plant or equivalent.
- E. Equivalent combination of work experience, education and training.
- F. Must have Washington Water Treatment Plant Operator II certification.
- G. Must have Washington Distribution Manager I Operator Certification.
- H. Must have Wastewater Operator I Certification or higher.
- I. Must be able to obtain Cross Connection Control Specialist within 6 months of hire.
- J. Possess and maintain a Washington State Driver's license.
- K. Required to obtain an Industrial First Aid Card within one (1) year of employment.
- L. Washington State Commercial Driver's License Class B is desirable.
- M. Laboratory accreditation or ability to acquire accreditation within six (6) months.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles, practices, machines, equipment, materials and operating procedures of a municipal water treatment plant.
- Considerable knowledge of the standard methods for examination of water and wastewater, as you will be cross training city employees for succession planning.
- Considerable knowledge of laboratory techniques and procedures as related to water and wastewater treatment analysis.
- Ability to perform written and oral communication.

- Ability to read charts, meters and accurately and maintain accurate records of plant operations.
- Knowledge of mechanic, hydraulics and electricity associated with necessary maintenance and operation of plant equipment.
- Skill in the use of hand tools used in making adjustments and repairs to equipment and machinery.
- Ability to function out-of-doors under all types of weather conditions.
- Ability to deal courteously and tactfully with the public and other city employees.
- Ability to fluently speak, read and write the English language.
- A high level of time management skills, as the position dictates frequent interruptions.

*\* Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*

Approved by the Mayor this 9<sup>th</sup> day of February, 2022

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William A. Finn, Mayor