



Haverhill

Human Resources Department, Room 306
Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com
Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

October 27, 2016

JOB # 2016-047

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Wastewater Facilities Manager
Wastewater Treatment Plant

HOURS OF WORK: Full-time/40 hours per week

SALARY: \$1,237.79 - \$1,662.17 per week
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Wastewater Facilities Manager is responsible for leading, planning, directing, managing, supervising, and overseeing the activities and operations of wastewater treatment facilities, and pumping stations and related wastewater facilities as assigned. Work is performed with latitude for the exercise of independent judgment and action to achieve regulatory compliance, effective wastewater treatment and efficient operation and maintenance.

SUPERVISION RECEIVED:

Works under the direct supervision of the Deputy DPW director.

SUPERVISION EXERCISED:

Supervises assigned operations, maintenance, laboratory, and administrative staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Manages the efficient operation of wastewater treatment facilities, pump stations, and related facilities, as assigned
- Ensure compliance with federal, state and local regulations; regulatory permits; and enforcement orders for assigned wastewater facilities and resources; complies with NPDES permit(s)
- Maximizes the use of labor, equipment, and financial resources to ensure efficient and effective wastewater operations
- Prepares and administers work schedules for assigned operations and maintenance (O&M) personnel. Manages assigned personnel to ensure that they execute their duties appropriately
- Evaluates laboratory tests, process data and other information (weather, regulatory reports, etc.) to improve facility performance and efficiency, and comply with regulations
- Manages O&M personnel in the execution of facility maintenance activities; assuring that assets perform their required functions, while maintaining the lowest lifecycle costs
- Manage the development, update and implementation of standard operating procedures, manuals, policies, employee training programs, emergency response plans, and health and safety programs to ensure efficient and safe operations; ensures employee adherence and issue necessary orders
- Oversees sampling, testing, and process control of wastewater, receiving waters, sludge samples and wastewater from industrial dischargers
- Maintains facilities in such a manner that they are clean, safe and efficient



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- Manages facility personnel and resources to ensure appropriate monitoring and record keeping; this includes regulatory, process and administrative records
- Develops and implements appropriate corrective procedures during emergencies, etc.
- Regularly confers with local, state and federal officials, peers, and consultants regarding technical and administrative matters to ensure facilities operate efficiently
- Provides constructive input on plans and specifications for plant capital improvements
- Evaluates, recommends and implements process changes, new treatment processes and capital investments to ensure regulatory compliance and improve water quality, treatment effectiveness and operational efficiency
- Prepares and administers the budget for assigned wastewater facilities; oversees expenditures for these facilities; monitors expenditures versus the approved budget, reporting any important trends or variances; and prepares forecasts of expenditures
- Prepares reports and information regarding wastewater O&M, activities, finances and projects for a variety of audiences
- Ensures customer service requests, inquiries and complaints are resolved in a courteous, effective and timely manner
- Oversees the completion of all monthly process monitoring reports and annual reports
- Reviews time cards and prepares payroll data; maintains records of vacations, personal leave, holiday options, sick leave, family sick leave, sewer call assistance, shift swaps, overtime, etc.
- Makes recommendations in personnel matters such as hiring, promotions, transfers, disciplinary action, grievances and discharge
- Maintains on-call status to respond to emergencies; keeps abreast of issues to coordinate efforts in solution of them and comply with regulatory reporting requirements

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ENTRANCE REQUIREMENTS:

- Possession of Grade 7 Massachusetts Wastewater Treatment Plant Operator certification (Full Operator Status) or the ability to obtain one within one year
- At least eight (8) years of operational experience, responsible for the operation and process control of wastewater, industrial waste, or water treatment plants; two (2) years of which shall be in similar size and/or complexity wastewater treatment facility as the City of Haverhill's WWTP
- A B.S. degree in engineering, science or a related field from an accredited college or university is preferred. The degree will be considered a substitute for four (4) years of experience

SPECIAL QUALIFICATIONS, KNOWLEDGE AND ABILITIES:

- Comprehensive knowledge about the O&M of large activated sludge facilities, municipal collection systems and pumping stations
- Demonstrated ability to effectively lead, supervise, manage, coordinate, and train wastewater personnel



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- Proven performance establishing and maintaining an effective working relationship with subordinates, superiors and the public
- Working knowledge of industrial wastes and their effects on municipal treatment processes and equipment
- Ability to interpret data and laboratory test results on wastewater and sludge unit processes, troubleshoot wastewater operations and equipment, and to modify unit processes to ensure efficient daily operations
- Comprehensive knowledge of instrumentation and control equipment used in wastewater treatment processes
- Experience with Hach WIMS, SCADA, Microsoft Office applications, general ledger software, computerized maintenance management systems (CMMS) and geographic information systems (GIS)
- Experience developing and managing budgets, finances and wastewater data
- Skills in written and oral communication at a level necessary for efficient job performance

PHYSICAL REQUIREMENTS:

- Position splits time between office, field, wastewater facilities and commercial and industrial facilities. Travel is required by motor vehicle to various sites and facilities locally, and occasionally regionally.
- Various duties are performed outdoors and may occur during inclement weather conditions.
- Requires walking, bending, kneeling, reaching, squatting and climbing while making inspections.
- Requires movement in and out of a vehicle, around office areas, commercial and industrial facilities, construction sites, wastewater facilities pumping stations and related facilities.
- Must be able to lift up to 50 pounds and access facilities, including confined spaces.
- Tasks may require exposure to hazardous materials and atmospheres typical of wastewater treatment plants and pumping stations

CLOSING DATE:

OPEN UNTIL FILLED

SUBMIT COVER LETTER,

RESUME AND APPLICATION TO:

Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2016-047 WHEN APPLYING ONLINE.