

## JOB NOTICE

The City of Port St. Joe is accepting applications for the following position:

### Wastewater Plant Manager

Applications are being accepted for Wastewater Plant Manager with the City of Port St Joe. Please submit an application to the City of Port St. Joe, Attn: Charlotte Pierce, P. O. Box 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website, [cityofportstjoe.com](http://cityofportstjoe.com) This position is open until filled. If you have any questions, please contact Charlotte Pierce, City Clerk, 850-229-8261. Salary Range DOQ.

The City of Port St. Joe is an Equal Opportunity/Affirmative Action Employer and a Drug Free Workplace.

# Wastewater Plant Manager

## NATURE OF WORK:

This is highly responsible, technical, administrative and supervisory position responsible for managing and directing all activities related to the Wastewater Plant. Duties include supervision, directing and coordinating of the Wastewater Treatment Plant and licensed operators. The Wastewater Plant Manager is also responsible for the operation and maintenance of the domestic wastewater treatment plant, lagoon, and a sprayfield. The Wastewater Plant Manager will demonstrate a high degree of technical experience with regards to wastewater management and an in depth understanding of state Department of Environmental Protection requirements. This position works under the supervision of the City Manager.

## TASKS:

Provides in-house process expertise for wastewater treatment.

Manages the operation and maintenance of all City wastewater treatment infrastructure disposal functions.

Plans and directs procedures for operation, maintenance, monitoring and expansion or upgrading of the system to attain compliance with state regulatory requirements.

Plans and directs and evaluates the work of subordinates.

Maintains current knowledge of State and Federal regulations, policies and actions affecting the systems and advises or confers with the City Manager concerning implications of these issues.

Reviews the work performed for the wastewater system by contractors.

Routinely evaluates data and information and prepares reports concerning system operation.

Plans and identifies the need for studies to address unusual conditions or special needs of the systems.

Initiates evaluation and planning for future needs of the system, prepares the annual budget and specifies and recommends equipment or service procurement.

Provides oversight of and insures implementation of a comprehensive maintenance program for all equipment and processes.

Reviews and prepares correspondence for and participates in meetings with regulatory agencies and other public and private groups involving wastewater system activities.

Develop and implement training program for Wastewater Treatment Plant Employees.

Performs related work as required.

MINIMUM QUALIFICATIONS:

State of Florida Wastewater Treatment Plant Class "A" Operators license or the ability to acquire one within a year. Working knowledge of collection systems including lift station design and maintenance. Five (5) years of progressively responsible Wastewater Treatment Plant work, several of which should have been in a major supervisory capacity. Experience in wastewater treatment processes required. Shall possess a valid Florida Drivers License with driving record acceptable to the City's insurance program.

A comparable amount of training and/or experience may be substituted for the minimum qualifications except for required licensure.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the modern techniques, methods and procedures, principles and practices of all phases of the treatment process and the operation and maintenance of wastewater treatment systems. Knowledge of sprayfield treatment process for waste water systems.

Ability to review and evaluate work performed by wastewater treatment personnel.

Basic knowledge of environmental monitoring procedures in wastewater to include sample collection methods and chemical, physical and biological laboratory analysis procedures.

Knowledge of environmental science principles as they relate to surface water discharge and reuse of wastewater.

Knowledge and proficiency with computer database management and word processing systems.

Ability to prepare clear and concise technical and management reports and comprehend and evaluate written material prepared by others.

Ability to establish and maintain effective working relationships with City staff and management, regulatory personnel and the general public.

Ability to prepare, develop and present long range wastewater system plans and programs.

Salary dependent on qualifications.