



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL**

**CLASSIFICATION TITLE: Wastewater Plant Manager – Utilities Sewer
Department**

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 04/09/2019

CLOSING DATE: 04/15/2019

PAY RATE: Skill Level 12

SUMMARY DESCRIPTION:

The Plant Manager will be responsible for all the day-to-day operations, planning, and scheduling of the Sewer Department. This will include but not be limited to general or direct supervision of the employees, along with all aspects of repair and maintenance of the treatment plant, lift stations, and other locations as needed. Oversees record keeping, data reporting, equipment organization, preventive maintenance, and safety protocols for the Sewer Department. Moreover, he or she will be expected to interact with customers and must be skilled in resolving customer complaints in a professional manner. Acts as liaison from the Sewer Department to other Utility and City departments.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Oversee the operation of a variety of motorized maintenance construction equipment such as tractors, hay baler, backhoe, excavator, tanker and dump truck in the maintenance and installation of sewer lines and be able to operate such equipment as necessary.
2. Oversee maintenance, repair, and replacement of all equipment.
3. Ensure job sites maintained in a safe manner for workers and the public; performs other checks to ensure job sites are safe.
4. Creates solutions and solves problems with existing infrastructure.
5. Utilize proper safety precautions related to all work performed.
6. Maintain a variety of basic records and logs; such as work orders and daily log sheets.
7. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

- Extensive knowledge of operation and maintenance of a variety of motorized maintenance and construction equipment.

- Must have a valid Alabama Wastewater Grade III Operator Certification or greater.
- Extensive knowledge of practices, methods, and materials used in construction and maintenance work for wastewater.
- Knowledge of traffic laws related to the operation of trucks and heavy equipment.
- Extensive knowledge of principles and practices of routine and preventative maintenance of construction equipment.
- Knowledge of principles and procedures of record keeping.
- Knowledge of the occupational hazards and standard safety practices.
- Extensive knowledge of the geography and street system of the City of Troy.
- Ability to operate a variety of construction equipment safely and productively in traffic.
- Ability to perform a variety of semi-skilled and skilled construction and maintenance tasks.
- Ability to operate and maintain hand and power tools in a safe and efficient manner.
- Ability to perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
- Ability to load, haul, collect and dispose of materials, debris, and trash.
- Ability to operate a two-way radio and headset.
- Ability to read and interpret basic blueprints, diagrams, and maps.
- Must have experience in supervising other employees.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to be available to work nights, weekends, stand-by and emergency call-ins.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

- A. High school diploma or GED.
- B. A valid Alabama Driver's License.
- C. A valid Alabama Grade III Wastewater Certification.
- D. Subsequent to job offer, applicant must submit to and pass a pre-employment physical and drug/alcohol screening.
- E. Subsequent to job offer, applicant is subject to satisfactory background check and MVR.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the position.

Essential Physical Abilities
The incumbent is regularly required to sit; drive trucks; see clearly, including peripheral vision; and/or use hands to finger, handle or feel objects; bend body downward and forward, requiring full use of the lower extremities and back muscles; reach with hands and arms; hear; read and write; walk; occasionally lift or carry heavy objects between 50-100 pounds; and grasp, hold and toss objects.
Supervisory Control
The Plant Manager assigns work in terms of general instructions. This position works independently with only general supervision. The Plant Manager spot-checks completed work for

compliance with procedures, accuracy, and the nature and propriety of the results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific but may require some interpretation in application.
Complexity
The work consists supervision, planning, and problem-solving along semi-skilled and skilled manual labor. The extensive knowledge or utility operations and problem-solving along with operation of heavy equipment, environmental extremities, and ability to follow safety procedures contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the General Manager and to act under his supervision. Success in this position results in greater effectiveness of the work load of the sewer department.
Personal Contacts
Contacts are typically with employees, co-workers, and members of the public.
Purpose of Contacts
Contacts are typically to resolve problems and provide services.
Work Environment
Work is performed in a truck and in the field exposing employee to high and low temperatures; strong odors; dirt, dust and fumes, and in an outdoor environment with exposure to varying weather conditions; possibly bodily injury from moving mechanical parts of equipment, tools, machinery, or other vehicles in traffic situations. The incumbent's working conditions are typically moderately loud to very loud.
Supervision Exercised
All sewer department employees; occasionally contractors.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

Human Resources Dept.
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.