



City of Tempe

WATER/WASTEWATER TREATMENT MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	446	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water/Wastewater Treatment Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Deputy Municipal Utilities Director – Water Utilities or other management staff.

Exercises direct supervision over supervisory, technical, and maintenance staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in the operation of water production and water/wastewater treatment facilities including four years of supervisory/administrative responsibility.
<i>Education:</i>	Equivalent to the completion of a bachelor's degree from an accredited college or university with major course work in water or wastewater treatment utility management, public or business administration, chemistry, biology or engineering, or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none">● Possession of a valid driver's license.● Possession of an Arizona Department of Environmental Quality (ADEQ) Grade 3 Water Treatment and Wastewater Treatment Operator Certification.● Possession of, or required to obtain within six (6) months an ADEQ Grade 4 Water Treatment and Wastewater Treatment Operator Certification.● Possession of, or required to obtain within one (1) year an ADEQ Grade 4 Water Distribution System Operator Certification.● Possession of, or required to obtain within one (1) year an ADEQ Grade 4 Wastewater Collection System Operator Certification.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform highly responsible professional and technical work in the leadership and management of programs, activities and functions within the Plant Operations Section of the Water Utilities Division of the Municipal Utilities Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; ensure adherence to proper workgroup procedures and policies; provide pro-active performance planning utilizing performance management tools.
- Manage staff and coordinate water, wastewater treatment infrastructure and assets to meet all local, state and federal requirements.
- Oversee the operation of water treatment plants, water production wells, water storage facilities and booster pumps, water pressure measurement infrastructure, water reclamation facilities, water recharge wells, wastewater lift stations and force mains.
- Manage Tempe Town Lake dam and associated infrastructure; maintain the water quality and quantity for Tempe Town Lake.
- Serve as the City's primary spokesperson to the public and media services for water and wastewater treatment; investigate customer inquiries and recommend corrective action as necessary.
- Advise the Deputy Department Director and/or Department Director, City management and the City Council and make recommendations related to upgrades or improvements to water and wastewater treatment facilities and operational practices.
- Develop and present technical reports and presentations.
- Monitor and prepare section budgets, cost analyses and budget requests.
- Collaborate with City staff and consultants to ensure that high value resources, such as water, electricity and chemicals, are used in the most effective and efficient manner.
- Review operation and maintenance work through on-the-job inspections, conferences and reports.
- Coordinate major improvements to infrastructure and assets with other divisions, departments, county and state agencies.
- Review infrastructure-engineering plans, provide input to consultants and engineers and attend pre-construction, construction and post-construction meetings as required.
- Oversee preventative maintenance planning and ensure generally accepted industry asset management standards are used.
- Analyze data, complete feasibility studies, review designs for system modifications, review plans and administer contracts.

- Promote team involvement and participation in setting goals, priorities and strategies for safe, efficient and effective divisional operations.
- Assist with development of in-service and on-the-job training strategies for staff.
- Perform related duties as assigned.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 1988

Revised March 1991

Revised & Title Change February 2000

Revised November 2001

Revised May 2010 (Update Job Title, Duties & MQ's)

Revised October 2011 (Job Duties & MQ's –remove wastewater (Kyrene) & distribution (well sites, etc.)

Revised October 2023 (Update job title, min qualifications, and job duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Water/Wastewater Treatment Manager

Job Code: 446

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	
Machinery*		X		
Electrical*		X		
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*		X		
Respirator*		X		
Airborne Chemical Exposure		X		
Airborne Biological Exposure		X		
Computer Software			X	
Physically handling of chemicals	X			
Indoors			X	
Outdoors		X		
Around, in or on water		X		
Extreme Heat		X		
Extreme Cold	X			
Office Setting			X	
Confined Spaces		X		
Excessive Noise**		X		
Heights		X		
Sewage Exposure		X		
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl		X		
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders		X		
Neck Range of Motion		X		
Traverse Uneven Surface		X		
Traverse Even Surface		X		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and	X	
Peripheral (ability to observe an area that can be seen up and down or to the	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs	X	X
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

****Hearing test is required**