CITY OF CASPER
invites applications for the position of:

Waste Water Treatment Plant Manager

SALARY: $6,819.82 - $8,293.74 Monthly
          $81,837.86 - $99,524.88 Annually

OPENING DATE: 01/18/16

CLOSING DATE: 02/08/16 11:59 PM

CLASS SUMMARY: Assigned to: Wastewater Treatment Plant

EMPLOYMENT CONTRACT REQUIRED

Incumbent is responsible for the activities and operations relating to Wastewater Treatment. Responsibilities may include developing and implementing best practices of Wastewater treatment, establishing goals and procedures; evaluating and prioritizing projects; assigning tasks and monitoring the performance of subordinates; providing training; developing and monitoring of an assigned budget; forecasting needs; approving expenditures; monitoring the work of contractors; maintaining records; and preparing operational and financial reports. Receives general guidance from the Public Utilities Manager.

This position is driving essential (see driving requirements below).

TYPICAL CLASS ESSENTIAL DUTIES:

1. Exercises direct supervision over the Wastewater Division to include: authorizing time off, approving payroll and hiring; prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

2. Coordinates the organization, staffing and operational activities for the Wastewater Treatment Plant including repair and maintenance.

3. Participates in the development and implementation of goals, objectives, policies and priorities for the Wastewater Treatment division; identifies resource needs; recommends and implements policies and procedures. Sets objectives and procedures for work group(s) within the division.

4. Coordinates and monitors the work of external contractors and ensures compliance with specifications and City standards, for effective, safe and secure operations.

5. Assigns preparation of standard operating procedures (SOPs) for operating and maintaining the Wastewater Treatment Plant; maintains the preventative and corrective maintenance software.
6. Prepares, recommends and manages the division budget; approves and controls expenditures.

7. Recommends and implements an approved five-year new and replacement Capital Improvement Plan.

8. Coordinates activities to maintain permit compliance with regulation agencies such as Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), and State Engineer's Office (SEO).

9. Coordinates departmental activities and priorities with other City departments and external agencies; attends meetings to receive and convey information.

10. Continuously monitors plant operations, reviews and assesses operational logs, records and reports; inspects plant facilities and operations on a regular basis.

11. Prepares operational and statistical reports.

12. Responds to and resolves citizen concerns and complaints.

13. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.

14. Follows all City safety procedures. Reports all accidents/incidents to Department Head.

15. Performs other duties of a similar nature or level.

**Knowledge** (position requirements at entry):
Knowledge of:

- Principles and theories of chemistry and biology as it pertains to the treatment of wastewater.
- Mathematical concepts and application.
- Tools and equipment used in Wastewater treatment services including computer software programming used for operational control.
- Applicable Federal, State, Local and City government codes, rules and regulations relating to the various aspects of wastewater treatment.
- Theories, principles, and practices of wastewater treatment.
- Operational characteristics, services and activities of a wastewater treatment plant.
- Procedures, methods and techniques of wastewater treatment.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Administrative principles and practices, including goal and objective development, work planning and employee supervision.
- Basic principles of municipal budget preparation and control.
- Principles of supervision, mentoring, training, and evaluating the work of others.
- Recordkeeping principles.
- Computers and related software applications.

**Abilities** (position requirements at entry):
Ability to:

- Apply federal, state, and local laws, rules, and regulations pertaining to wastewater treatment.
• Plan and manage compliance with reports, analysis and regulations relating to wastewater treatment.
• Assess and prioritize situations under work pressure, exercise good judgment and make sound decisions.
• Set work priorities and work independently with minimal supervision.
• Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions in support of goals.
• Compose appropriate recommendations and prepare clear and concise reports.
• Present accurate and reliable reports which contain findings, set direction and offer recommendations to achieve desired goals and end results.
• Interpret and explain City policies and procedures.
• Apply and convey technical expertise.
• Comply with municipal budgeting practices.
• Select, supervise, mentor, train, and evaluate staff.
• Provide effective leadership and direction.
• Coordinate the work of personnel.
• Operate modern office equipment, software and operating systems/applications.
• Maintain a neat and professional appearance.
• Follow written and verbal instructions and direction.
• Communicate effectively verbally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.

Skills (position requirements at entry):

Skill in:

• Wastewater treatment plant maintenance and repair.
• Interpreting and applying applicable laws, rules, and regulations.
• Basic principles of budgeting.
• Allocating limited resources in a cost effective manner.
• Providing customer service.
• Technical writing.
• Mentoring employees.
• Delegating and prioritizing work.
• Public speaking.
• Project management.
• Time management.
• Conflict resolution.
• Compiling, analyzing, organizing and evaluating data and making appropriate recommendations based on findings.
• Operating in a courteous, knowledgeable and tactful manner with customers, staff and the general public.
• Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.
• Operating modern office equipment, including computer software and operating systems/applications.

TRAINING, EXPERIENCE & CERTIFICATIONS:

Training and Experience:

• Minimum of three years of increasingly responsible experience in the operations of a Wastewater treatment plant.
• Minimum of two years of experience working as a supervisor.
• Bachelor’s Degree in natural sciences, civil engineering or a closely related field.

Licensing Requirements:
• Possession of, or ability to obtain, a valid Wyoming Driver's License.
• Possession of, or ability to obtain, a Wyoming Class IV Wastewater Operator's Certificate.
• Possession of, or ability to obtain, a Wastewater Collection Operator Certificate preferred.

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical Requirements:
Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Heavy work: Exerting up to 90 pounds of force with using jackhammers occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbent may be subject to dusts, odors, chemicals, high vibration, extreme climate/weather conditions, electrical currents and high noise levels using various equipment types.

Driving Requirements:
For driving essential positions, employment with the City of Casper is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);

2) Convicted of two (2) or more moving violations within the previous 12 months (two separate, individual incidents); OR

3) An Administrative Suspension of a drivers' license, a conviction, or any form of deferred prosecution, within the previous 36 months. The following are examples of violations which may result in an administrative suspension, conviction or deferred prosecution:
   • Driving under the influence of drugs or alcohol;
   • Leaving the scene of an accident;
   • Fleeing to avoid arrest;
   • Reckless Driving;
   • Homicide or assault by motor vehicle; and
   • Driving without auto insurance [only for employees driving personal vehicles for an entity's business].
If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.casperwy.gov
200 N. David - Human Resources
Casper, WY 82601
(307)235-8344
jobs@casperwy.gov

Waste Water Treatment Plant Manager Supplemental Questionnaire

* 1. Which of the following best describes your level of education?
   - [ ] Some High School
   - [ ] High School Diploma or G.E.D.
   - [ ] Some College
   - [ ] Associate's Degree
   - [ ] Bachelor's Degree
   - [ ] Master's Degree

* 2. Do you currently possess a Bachelor's Degree in natural sciences, civil engineering or a closely related field?
   - [ ] Yes
   - [ ] No

* 3. Do you currently possess, or have the ability to obtain a valid Wyoming driver's license?
   - [ ] Yes
   - [ ] No

* 4. Do you have a Wastewater Collection Operator Certificate?
   - [ ] Yes  [ ] No

* 5. Do you currently hold a Wyoming Class IV Wastewater Operator's Certificate?
   - [ ] Yes  [ ] No

* 6. Please list any wastewater certifications through the DEQ:
   - [ ] Level I
   - [ ] Level II
   - [ ] Level III
   - [ ] Level IV
   - [ ] I do not have any DEQ certifications.

* 7. How many years of experience do you have in the operations of a Wastewater treatment plant?
   - [ ] None
   - [ ] Less than 1 year
   - [ ] 1 year to less than 2 years
   - [ ] 2 years to less than 3 years
   - [ ] 3 years to less than 4 years

http://agency.governmentjobs.com/casperwy/job_bulletin.cfm?JobID=1335191
4 years to less than 5 years
☐ 5 years or more

* 8. Describe (in detail) your professional experience in the operations of a wastewater treatment plant. Please include specifics as to where you obtained your listed experience.

* 9. How many years of experience do you have in a supervisor capacity?
☐ None
☐ Less than 6 months
☐ 6 months to less than 2 years
☐ 2 years to less than 3 years
☐ 3 years to less than 4 years
☐ 4 years or more

* 10. Describe (in detail) your supervisory experience. Please include specifics as to where you obtained your listed experience.

* 11. Outline the five lessons you have learned from the leaders you've worked with previously.

* Required Question