



Office of Human Resources
Wastewater Quality Control Manager - CE1680
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General Statement of Duties

Performs management-level work planning and directing the activities of the Quality Control and Laboratory Sections of Wastewater Management, which includes the Industrial Pretreatment, Sampling, and Investigation units.

Distinguishing Characteristics

This class is distinguished from other comparable management classes by its specific technical knowledge of science, chemistry and wastewater management. It is also distinguished by the following characteristics:

Level of Supervision Exercised

Supervises two or more first level supervisors.

Essential Duties

Supervises chemists, inspectors, investigators and other supervisory and non supervisory personnel in wastewater quality control enforcement and project management.

Reviews laboratory test results submitted by laboratory staff for accuracy and completeness, reconciles problems related to data trends, and prepares reports of the data.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Coordinates City wide wastewater projects that encompass legal, technical, financial and land use planning aspects of wastewater management.

Reviews departmental contracts and agreements.

Directs short and long term planning for the work unit including developing and analyzing programs and projects.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Delegates responsibility and authority to subordinate staff.

Recommends and controls budgetary expenditures and allocation of resources for administrative functions of the section.

Implements and interprets policies and procedures developed by higher level managers or supervisors.

Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of chemistry laboratory testing sufficient to be able to interpret test results and prepare findings.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Skill in reading, reviewing, and analyzing documents common to the area.

Skill in developing and implementing new programs.

Skill in developing and implementing policies and procedures related to the work assignment.

Skill in applying the principles of staff development to provide staff training and cross training.

Education Requirement

Bachelor's Degree in Chemistry or a related field.

Experience Requirement

Three (3) years of professional supervisory scientific experience in wastewater project/program management dealing with major projects and/or programs.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Potential exposure to odorous chemicals and specimens.
Potential exposure to toxic chemicals.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work using two or more.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-817

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: