



## CLASS TITLE | WATER POLLUTION CONTROL MANAGER

PAY GRADE: EX-52 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 1067

Effective Date: 7/26/2023

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**PURPOSE OF THE CLASSIFICATION:** Under administrative direction is responsible for operations and maintenance, engineering, planning and administrative work in directing the Wastewater Treatment, Environmental Monitoring, and Biosolids Management of the Water and Sewer Department; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Directs the section managers in planning and coordinating personnel engaged in the wastewater, environmental monitoring and compliance and biosolids operations of the Water & Sewer Department
- Plans, directs, and supervises the work of professional, sub-professional, technical, and labor personnel.
- Initiates, directs, and assists in communication, coordination and cooperation with other City departments, consultants, contractors, and outside agencies to achieve department goals and objectives.
- Coordinates the preparation of specifications for material, equipment, and service needs.
- Initiates studies to determine adequacy and effectiveness of present operations.
- Recommends and establishes new methods and procedures for improving efficiency.
- Directs the preparation of and administers the annual budget for the Water Pollution Control division.
- Conducts and attends official meetings and conferences relating to department operations.
- Ensures operations are in compliance with applicable federal, state, and local regulations as well as City and departmental policies.
- Prepares, reviews, administers, and monitors the budget.
- Assists and performs work involving the preparation and review of contracts and proposals.
- Develops and presents written and verbal reports.
- Performs duties for the Director as required.
- Manages emergency preparedness, mitigation, response and recovery plans for the division.
- Develop, monitor and support initiatives to improve the overall department and division safety programs and engage in opportunities to improve the process.
- Manages water and sewer assets safely and efficiently across their life-cycle according to the policies, strategies and procedures provided in the Asset Management Framework.
- Reports to work on a regular and timely basis.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university. Preference is given to Bachelor of Science degree in Biology, Chemistry, Environmental Engineering, or Civil Engineering; **and**,
- (b) Eight (8) years of progressively responsible experience in municipal public works and wastewater operations

### Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of municipal wastewater operations objectives, purposes, methods, and practices.



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- Comprehensive knowledge of wastewater engineering principles as they apply to the maintenance, repair and operation of a wastewater facility.
- Comprehensive knowledge of the laws, ordinances and regulations related to the planning, development, operation, and maintenance of wastewater facilities.
- Considerable knowledge of modern developments and sources of information regarding wastewater operations.

#### Ability to:

- Ability to plan, direct, coordinate and supervise the work of professional, sub-professional and technical personnel engaged in maintenance and operation of wastewater facilities.
- Ability to prepare comprehensive reports and recommendations for improved and expanded service.
- Ability to work effectively with others in complex and controversial situations with appropriate tact and courtesy.
- Ability to formulate short and long range plans necessary to accomplish the goals of the department.
- Ability to express ideas and recommendations effectively.
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 15 pounds, with occasional lifting up to 60 pounds; frequent carrying up to 15 pounds, with occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

#### Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and**,
- b) a valid Class "A" Wastewater Operator's License issued by the Oklahoma Department of Environmental Quality (DEQ) **or** ability to obtain within time allotted by law.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**EEO Code: E-01**

**Group: Engineering, Planning and Technical Group**

**Series: Professional Engineering Series**