

# Wastewater Plant Manager

## City of Brenham Job Description

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|-----------------------|---------------------------------------|---------------------|-----------|
| <b>Department:</b>    | Wastewater Treatment                  | <b>Job No.:</b>     | 166-2600* |
| <b>Reports To:</b>    | Asst. to Director of Public Utilities | <b>Pay Grade:</b>   | 26        |
| <b>EEOC Category:</b> | Officials and Administrators          | <b>FLSA Status:</b> | Exempt    |

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### Summary

Manages operations of the wastewater treatment plant; supervises department personnel; prepares and monitors annual department budget; and completes required paperwork.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Manages operations of the wastewater treatment plant;
- Supervises department personnel, including assigning and reviewing work, conducting performance reviews, training, and recommending and executing personnel actions such as hiring, transferring, promoting, disciplining, and dismissing employees;
- Prepares and monitors annual department budget;
- Completes paperwork and prepares reports required by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA);
- Ensures the proper operation of wastewater treatment plant, equipment, and lift stations, including overseeing plant and equipment maintenance and repairs;
- Coordinates out-of-plant and pre-treatment sampling, including delivering water and wastewater samples to outside lab; and
- Purchases equipment, parts, and supplies for wastewater treatment plant.

### Supervisory Responsibilities

Supervises department personnel, including assigning and reviewing work, conducting performance reviews, training, and recommending and executing personnel actions such as hiring, transferring, promoting, disciplining, and dismissing employees.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school graduation or its equivalent plus five years of experience, at least two of which involved supervision; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**Knowledge Of**

General management principles; wastewater treatment principles, processes, and procedures; budgeting principles and procedures; computers; and standard office practices and procedures.

**Skill/Ability To**

Operate computers; oversee and administer wastewater treatment process; perform basic and complex mathematical calculations; establish and maintain effective working relationships with co-workers and the general public; develop, organize, motivate, and effectively utilize staff; communicate effectively, both orally and in writing; and read and interpret manuals, policies, and other documents.

**Certificates, Licenses, Registrations**

Valid Texas commercial driver's license (B CDL); and Class B wastewater certificate.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is required to sit, use hands to operate office equipment, including telephone and computer keyboard, reach with hands and arms, and talk and hear. The employee frequently is required to stand and walk; and the employee may be required to lift and/or move objects weighing up to 50 pounds, such as tools and equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently faces difficult and stressful situations. The employee has frequent contact with other employees, both within and outside of the assigned department, and with the public and other organizations; interactions often involve sensitive or difficult issues that require persuasion and negotiation. The employee constantly is required to change tasks frequently and to perform tedious, exacting work. The employee frequently is required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of and/or leader of a team. The employee may be exposed to outdoor elements, loud noises, vibrations, and respiratory hazards such as dust, gases, and chemicals; however, the noise level in the work environment is usually moderate.

**Acknowledgment of Job Description**

I understand my responsibilities as described in this job description. I understand training and accomplishments that are expected of me as an employee of this organization.

I also understand that I may be given additional assignment not listed here.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_