

APPENDIX C-4

JOB TITLE: Wastewater Specialist

DEPARTMENT: Wastewater

REPORTS TO: Water Plant Manager

DEFINITION:

To plan, organize, and direct the activities of the Wastewater section within the Prairie Mountain Utilities; to coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Water Plant Manager and Utility Director.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; assist in development and implementation of policies and procedures.

Respond to telephone complaints regarding sewer odors, overflows, back-ups and other related problems.

Evaluate Wastewater operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Develop, negotiate and manage Wastewater collection and disposal, engineering and environmental services; implement and monitor EPA requirements; complete all federal, state, and local requirements.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Develop and implement short and long range plans for Wastewater operation.

Perform related duties as assigned.

SUPPLEMENTAL FUNCTIONS:

Respond to public inquiries in a courteous manner. Provide information within the area assignment. Resolve complaints in an efficient and timely manner.

Prepare various reports including sewer drainage, back up and corrective maintenance reports.

Attend safety and other meetings as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- General principles of economic development and facility planning as applied to Wastewater projects.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research, analysis and management.
- Principles and practices of work safety.

Ability to:

- Organize, implement and direct Wastewater operations and planning activities.
- On a continuous basis, know and understand all aspects of assigned job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Interpret and explain pertinent utility department policies and procedures.
- Observe and problem-solve operational problems.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Perform vehicle inspections and maintenance

PHYSICAL CAPABILITIES

1. Physical Strength and ability sufficient to perform heavy manual labor for extended periods under wet, cold and generally unpleasant conditions and lift up to 50 lbs.
2. Physical stamina and agility sufficient to stand, walk, climb stairs, crawl and bend in confined spaces and engage in similar physical activities for the duration of the shift, as necessary.
3. Ability to wear all required safety and protective gear and equipment

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible professional experience in the Wastewater field.

Training:

Training, or certification, in Wastewater management or a related field; must have the ability to obtain a certification in wastewater or related field in six months to one year.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid Montana driver's license, Medical clearance, or proof of physical may be required