

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**WASTEWATER TREATMENT MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of professional staff responsible for providing technical advice and training to operators of municipal and industrial wastewater treatment plants. The employee works under general supervision and exercises considerable independent judgment in adapting and applying the guidelines to specific situations as needed. The work requires knowledge of the policies, procedures, and regulations of water quality control, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

**Position Code Title – Wastewater Treatment Manager-3**

**Wastewater Treatment Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Develops and implements program goals and plans, recommending and formulating the procedures, policies, and guidelines.

Develops, implements, and oversees various wastewater treatment plant operator certification programs.

Administers federal grant programs.

Oversees the investigation of wastewater treatment plants and/or operator complaints.

Develops, delivers and oversees formal wastewater treatment plant operator training.

Provides advice to wastewater treatment plant operators and industrial management personnel on the surveillance and monitoring of industrial wastes.

Provides advice on the treatment of wastes and municipal treatment works in other areas, suggesting the most effective and economical treatment methods.

Operates, calibrates, and maintains specialized scientific equipment used in sampling and in waste measurement.

Prepares and maintains budget plans and accounts for personnel, equipment, and operating costs.

Serves as a liaison with other agencies, municipalities, and organizations.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Thorough knowledge of the analysis of water and sewage.

Thorough knowledge of water sanitation principles and methods.

Thorough knowledge of the operation and maintenance of equipment used to measure industrial waste and sewage.

Thorough knowledge of the construction and operation of industrial and commercial wastewater treatment facilities.

Thorough knowledge of the problems involved in the treatment and disposal of industrial waste and sewage.

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Thorough knowledge of the latest technology about waste treatment facilities construction.

Thorough knowledge of state and federal laws pertaining to wastewater treatment.

Thorough knowledge of water quality investigation and control.

Thorough knowledge of procedures used in the administration of state and federal grants.

Ability to train others.

Ability to make inspections and observations of waste treatment facilities and prepare reports.

Ability to observe critically and evaluate the findings.

Ability to identify wastes and to determine the effect of waste combinations and waste buildup.

Ability to do technical and/or scientific studies, compile technical and scientific data, and prepare related reports.

Ability to serve as a technical advisor to others on work related topics.

Ability to provide expert testimony at hearings.

Ability to instruct, direct, and evaluate employees.

Ability to interpret laws and regulations.

Ability to maintain records, prepare reports and conduct correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

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### Physical Requirements

None.

### Education

Possession of a bachelor's degree in engineering or a physical, biological, or sanitary science.

### Experience

Three years of professional experience equivalent to a Wastewater Specialist P11 or two years equivalent to a Wastewater Specialist 12.

### Special Requirements, Licenses, and Certifications

Possession of a Class A certificate for the operation of a municipal wastewater treatment plant in Michigan is required at the time of appointment.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## JOB AND POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

### Job Code

WASWTRMGR

### Job Code Description

Wastewater Treatment Manager

### Position Title

Wastewater Treatment Manager-3

### Position Code

WASTRMGR

### Pay Schedule

NERE-108

ECP Group 3  
Revised 6/1/06  
TeamLeaders