



CITY OF KODIAK
invites applications for the position of:

Water/Wastewater Treatment Manager

SALARY:	\$36.75 Hourly \$2,940.00 Biweekly
DEPARTMENT:	Public Works Department
OPENING DATE:	03/10/22
CLOSING DATE:	Continuous
DESCRIPTION:	

Recruiting for a full-time **Water/Wastewater Treatment Manager**. The Department is looking for an experienced team player that has a desire to be a part of a progressive Public Works Department working hard to serve the needs of our community.

Under general direction and supervision of the Public Works Director, this position is responsible for the operational management of the City of Kodiak's water and wastewater treatment operations. Responsibilities include, but is not limited to: assigning, reviewing, and evaluating the work of subordinate staff; analyzing daily operational changes and determining appropriate operational modifications; preparing and monitoring the treatment plant's budget; compiling and submitting federal, state and locally mandated reports; ensure operational and maintenance activities are in compliance; and developing and implementing safety and security procedures.

EXAMPLES OF ESSENTIAL DUTIES:

- Directs and manages the water, wastewater and compost facilities and oversees the monitoring, operating, servicing, troubleshooting, and maintenance of applicable equipment and tools to ensure proper operations, which includes: analyzing and reviewing work processes; scheduling maintenance; interpreting raw data; and monitoring activities for compliance with applicable laws, ordinances, codes, rules, regulations, policies, procedures, and standards.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring any performance deficiencies are corrected; ensuring that employees follow policies and procedures; ensuring staff are trained; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.
- Responsible for the required annual regulatory permits, for water and waste water, and compost; and ensures compliance with all permits and applicable rules and regulations, including documentation compliance.
- Ensures safety precautions and procedures are followed in all work activities.
- Interprets and provides direction on new regulatory requirements and their impact on operations; ensures that any required operational changes are communicated to staff and management.
- Assist in the development and implementation of modern operating procedures in accordance with rules, regulations and procedures.

- Assists in developing and maintaining short and long-term strategic planning processes; coordinates initiatives for the enhancement and improvement of service, program, and/or project delivery; updates and maintains operating, procedural, and/or maintenance manuals and related files.
- Prepares and administers a budget; prepares cost estimates for future budget planning; submits justifications for budget items; monitors and controls expenditures; reviews and approves expenditures.
- Coordinates the exchange of information within the organization, with other agencies, and with the public.
- Prepares a variety of reports, forms, correspondence and related documentation on division operations; ensures all mandated forms and reports are properly completed and filed in a timely manner.
- Completes and submits all required reports to federal, state, and local agencies.
- Ensuring sufficient supplies and inventory for operations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or General Education Development (GED) and Associate's degree or two-year technical certificate in water treatment, water resources, water chemistry, or related field and seven to ten years of water/wastewater treatment experience, including two years of supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Must have a valid Alaska driver's license or ability to obtain within 30 days of hire.

State of Alaska water and wastewater certifications to include a combination of the following: Wastewater Treatment (Level 3), Water Treatment (Level 3), Wastewater Collection (Level 3), and Microbiological Laboratory Testing.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS: Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, stooping, bending, kneeling, crouching, balancing, climbing, talking, hearing, seeing and repetitive motions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Functions of this position require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; operate office equipment including use of computer keyboard; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized equipment.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work

WORKING CONDITIONS:

Most work performed at City's water and wastewater treatment plant buildings and occasionally the compost facility. Significant amount of time spend in standard office. Occasional exposure to inclement weather. Frequent exposure to raw sewage. Must work with and safely handle hazardous materials and chemicals. Non-traditional work hours are necessary. Required to respond to emergencies at any hour.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.city.kodiak.ak.us/hr>

710 Mill Bay Road
Kodiak, AK 99615
907-486-8653

hr@city.kodiak.ak.us

Position #21-00056
WATER/WASTEWATER TREATMENT MANAGER
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