



NOTICE OF EMPLOYMENT

- POSITION TYPE:** Internal and external.
- POSTING DATES:** June 8 – July 07, 2008
- POSITION TITLE:** Assistant Wastewater Operations Manager
Wastewater Operations Division
FLSA Exempt
Level: 16
Salary Range: \$27.31 - \$46.46/hour
- RESPONSIBLE TO:** Wastewater Operations Manager or designee

BASIC JOB FUNCTIONS:

- Plan and implement, direct and administer all wastewater related facilities and functions, including pumping, treatment, disposal, laboratory and electrical, control systems and maintenance pursuant to Federal and State statutes and regulation.
- Plan and implement capital improvements to wastewater facilities.
- Supervise and evaluate the performance of persons within the Wastewater Operations Division.

ESSENTIAL JOB FUNCTIONS:

- Work with the Wastewater Operations Manager to develop goals, objectives, plans and programs necessary to manage the wastewater processing function; work with the General Manager and other department managers to ensure District policies and capital improvements are carried out effectively and efficiently.
- Meet department objectives through direct and indirect supervision of staff performing engineering, analytical, operating, administrative, electrical, control systems and maintenance duties.
- Coordinate contracted services with independent contractors, consultants, equipment manufacturers and other external private or public entities to develop and maintain the District's wastewater system functionality.
- Work with the Wastewater Operations Manager to direct and establish department operating standards and laboratory controls for physical, chemical and biological processes; work with division supervisors and Wastewater Operations Manager to ensure District treatment standards are met.

- Assist with the preparation and control of the department's operating and capital budgets; review and approve purchasing requests, personnel assignments and organizational changes.
- Work with the Wastewater Operations Manager to establish individual goals and standards for the performance of departments; conduct periodic performance reviews and assist in making appointments, promotions, or removals.
- Establish and maintain routine reports to ensure accountability and optimal functioning for all department functions.
- Participate in negotiation of labor agreements when called upon and provide assistance in the preparation of contract proposals and preparation of statistical/analytical reports in support of negotiations.
- Work with the Wastewater Operations Manager and staff to ensure employee orientation, training and safety programs are carried out by each section, including, but not limited to, facilitation and/or planning of training.
- Work with the Wastewater Operations Manager to ensure that all personnel actions are conducted in accordance with District personnel policies and procedures and that supervisory practices are in accordance with labor agreements.
- As directed by the General Manager and/or Wastewater Operations Manager, respond to inquiries from the press and public, and ensure contacts with other agencies and political bodies are consistent with the District's overall policies and procedures.
- Attend and make presentations at Board of Commissioner meetings as required and other meetings throughout the community as needed.
- Operate and assure the effective operation of the Lakota and Redondo Wastewater Treatment plants in accordance with all regulatory standards.
- Review operating data and records for conformance to permits.
- May assume the duties of the Wastewater Operations Manager in his/her absence.
- Coordinate major maintenance/construction facility related projects with Engineering.
- Review and provide recommendations to the Wastewater Operations Manager on all new facility and major modification plans for the wastewater treatment plants and area facilities.
- Serve as project manager for assigned capital projects, coordinating design, construction and start-up of new and/or rebuilt facilities.
- Serve as contract administrator for facility related services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough understanding and working knowledge of management techniques and principals.
- Comprehensive knowledge of recognized laws, regulations, practices, procedures and equipment associated with Publicly Owned Treatment Works (POTW).
- Demonstrated ability to manage complex and multi-disciplinary projects.
- Demonstrated working knowledge of development, forecasting, analysis and monitoring of operating and capital budgets.
- Advanced analytical skills to assess trends and develop strategies for action.
- Proactive problem-solving skills to maximize potential of initiative solutions to problems and enhance creative talents of subordinates.
- Ability to utilize a computer and standard office equipment and communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, regulatory agencies and the general public.

- Ability to read blueprints, read and record measurements, interpret and prepare reports, and maintain accurate records.

EDUCATION AND EXPERIENCE:

- High School graduation or equivalent.
- Graduate of a two (2) year wastewater program or equivalent combination of experience and training.
- Seven (7) years' operations and maintenance experience in wastewater treatment plants, with a minimum of four (4) years in a supervisory capacity.
- Must possess a valid Washington State Certificate of Competency "Group IV" or equivalent with Washington State reciprocity.
- Must possess a valid Washington State Drivers license with a driving record acceptable to the District's insurance carrier.
- Must obtain within one year from initial employment, any required certifications or licenses applicable to the utility; i.e., First Aid Training, Certified Flagging, etc.

PHYSICAL DEMANDS:

- Work is performed indoors or at the treatment plants. Work is also performed in confined areas, high places and around dangerous machinery. Individual is exposed to hazardous chemicals, electrical hazards, noxious fumes, toxic substances and a noisy environment.
- Requires the ability to climb stairs and ladders, work in extremely confined spaces, bending, stooping, and lifting up to 50 pounds.
- Requires the ability to work outdoors in all types of weather conditions.
- Must pass drug test screening at time of hire and periodically thereafter at the District's option.

Lakehaven Utility District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit all application materials: a completed Cover Letter (expressing interest in the job) Resume, District Application, and Supplemental Questionnaire no later than 5p.m. July 7, 2008 to: Lakehaven Utility District, c/o Human Resources, 31627 First Avenue South, PO Box 4249, Federal Way, WA 98063. Incomplete applications will not be accepted. Please visit www.lakehaven.org for the District application, supplemental questionnaire, and benefit information.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

ASSISTANT WASTEWATER OPERATIONS MANAGER

JUNE 2008

SUPPLEMENTAL QUESTIONNAIRE

Please answer the questions below and submit your answers along with a copy of your resume, a cover letter and a Lakehaven Utility District application form. Your application will not be considered unless all four documents are included in your application packet.

1. Please explain you experience supervising employees.
2. If you do not have a Washington State Group IV WW Operation license please explain how you meet the licensing requirements of the position.
3. Provide a brief description how you have performed the work requirements of Assistant Wastewater Operations Manager position in your other work places.
4. Explain the experience you have had in evaluating employees.
5. Explain your experience responding to emergencies after hours and being on call after hours.
6. Outline the experience you have in budgeting for the area you have been responsible for in past job positions.
7. Describe your experience utilizing computers and software programs. Please outline the software programs you have experience utilizing.
8. Have you worked in inclement weather? If so when and where.
9. What is your philosophy of how to operate and maintain equipment you are responsible for in a position such as the Assistant Wastewater Operations Manager?
10. Explain your working knowledge of SCADA systems.
11. What experience do you have in overseeing union personnel and working in a union environment?