**Class Summary**

The responsibilities of this classification include overseeing the operations and management of a regional wastewater treatment and conveyance system for the King County Department of Natural Resources, Wastewater Treatment Division. Responsibilities include providing leadership in transmitting, treating, and reusing wastewater to protect public health and water quality.

**Distinguishing Characteristics**

This is a single level classification and is distinguished from the Wastewater Plant Manager – Assistant in that the incumbent manages the overall operations of the regional wastewater treatment system for the division.

**Examples of Duties**

1. Provide leadership in overall operation and administration of King County’s regional wastewater transmission, treatment, and reuse facilities; provide guidance for assigned staff in workplace policies, public services, and professional development; and manage the work of assigned staff.
2. Ensure compliance with permits and regulatory reporting requirements for the operations of wastewater treatment plants and associated facilities; provide leadership to the sections in complying with regulations; and establish and implement section policy.
3. Oversee the evaluation, development, and implementation of treatment systems, operation and maintenance improvements utilizing new technology; monitor and stay up-to-date with current trends in the wastewater industry including legislation, science, safety, and professional practices and techniques; and recommend policy, procedural and equipment purchases and modifications. Direct the recycling of materials derived from wastewater processing.
4. Participate with division management in managing interrelationships between various sections within the division; establish procedures and work with section teams to develop criteria, identify needs and priorities to plan, and implement systems’ improvement; and oversee daily work and budget processes.
5. Plan and coordinate system activities related to the operation of wastewater facilities; and coordinate major maintenance projects with engineering, construction, and maintenance sections
6. Develop the division’s operations and maintenance annual budget; monitor and control funds to ensure budget meets projected expenditures; monitor capital projects; coordinate start-up of new and rebuilt facilities; and participate in planning plant and system expansions to meet future growth and new requirements.
7. Identify issues and provide proposals reflecting operational needs for labor contracts. Coordinate with Human Resources to respond to grievances and other labor relations issues.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the principles and practices of wastewater systems management

Knowledge of the principles and practices of engineering and systems operation

Knowledge of the principles and practices of management and supervision

Knowledge of budget development, fiscal management, and controls

Knowledge of finance concepts in capital improvement projects

Knowledge of human resources management techniques and principles

Skill in interpersonal relations, negotiation, and dispute-resolution

Skill in presentations

Skill in oral and written communications

Skill in effective decision-making

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Group IV Wastewater Operator’s certificate

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service or Appointed |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 08/1997 – Created  02/2003 – Updated  01/2008 – Changed font and format  04/2019 – Updated |