**Class Summary**

The responsibilities of this classification include assisting in the management of the daily operation of King County’s regional wastewater plant (operations, offsite facilities and maintenance) section. Responsibilities also include the supervision of assigned staff involved in planning, analytical, and project management activities.

**Distinguishing Characteristics**

This is a single level classification that is responsible for assisting the Wastewater Plant Manager in the daily operation of a regional wastewater treatment and conveyance system.

This classification is distinguished from the Wastewater Plant Manager in that the latter provides leadership and directs the overall operation, maintenance, and administration of regional wastewater transmission, treatment and reuse facilities.

**Examples of Duties (May vary by position)**

1. Assist the section manager in the daily operation of wastewater conveyance and treatment facilities, including providing planning, analytical and project management support for assigned projects; initiate corrective action(s) to meet regulatory requirements
2. Represent the section in the planning and implementation of programs for maintaining the assets of the regional wastewater treatment and conveyance system.
3. Assist and participate in the development and monitoring of the section’s annual budget.
4. Supervise the work of assigned staff, including the oversight of employee development, performance management, discipline and the hiring and selection process.
5. Participate in the development and implementation of staffing models and performance standards.
6. Serve as project manager for assigned capital projects; coordinate the design, construction, and start-up of new and rebuilt facilities; participate in planning plant and system expansions to meet future growth and new requirements.
7. Provide oversight of the development and implementation of training and other programs to support wastewater operations, including but not limited to technical operations training for new and existing facilities, ensuring compliance with regulatory requirements and licensing obligations as well as safety programs.
8. Investigate human resources issues and conduct fact-finding hearings in disciplinary matters; make recommendations to management on resolution of issues.
9. Provide management support, problem solving and conflict resolution to collective bargaining and labor and employee relations processes.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the operation and maintenance of wastewater treatment and conveyance systems

Knowledge of the principles and practices of management and supervision

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Knowledge of the principles and practices of engineering and systems operation

Knowledge of budget techniques and principles

Knowledge of l project management principles and techniques

Knowledge of human resources management techniques and principles including state and federal laws related to employment

Knowledge of labor relations principles, practices and techniques

Skill in writing and communicating technical and non-technical information; Skill in reading and interpreting technical information and making presentations to non-technical and technical audiences

Skill in team building, building consensus and working effectively with a diverse employee population, individuals in varying occupations, and the general public

Skill in negotiation techniques and principles and dispute resolution techniques and principles

Effective decision-making skills

**Licensing, Certification and Other Requirements**

Group IV Wastewater Operator’s certificate

Washington State Driver’s License or the ability to provide timely or emergency transportation to work locations with limited or no public transportation

Additional 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** |
| **Service Status** | Career Service |
| **Levels within same series** | None |
| **Class History** | Updated (Title) - 04/2019  Created - 5/2010 |
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