



City of Tempe

PLANT OPERATIONS MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	446	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Public Works	<i>Salary / Hourly Minimum:</i>	\$89,107
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$120,295
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plant Operations Manager
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Deputy Public Works Director – Water Utilities or other management staff.
 Exercises direct supervision over supervisory, technical, and maintenance staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible experience in the operation of water production and water/wastewater treatment facilities including four years of recent supervisory/administrative responsibility.
<i>Education:</i>	Equivalent to the completion of a Bachelor’s degree in public or business administration, environmental science, engineering, or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid driver’s license. ● Possession of a Grade III Water Treatment certificate issued by the State of Arizona. ● Possession of, or required to obtain within 6 months, a Grade IV Water Treatment certificate issued by the State of Arizona.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, direct, and coordinate the operation of the City's water treatment facilities and the SCADA Control Center.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Manage staff and work in the Water Operations Group to meet all Local, State and Federal requirements associated with water operations facilities;
- Supervise and coordinate the activities of supervisors and assigned personnel including training, scheduling, hiring decisions and written performance evaluations; works with employees to correct deficiencies and implements discipline procedures;
- Review comprehensive reports and provide detailed information and recommendations to the Deputy Department Director and/or Department Director;
- Meet with City staff and consultants to evaluate the use of, and ensure that high cost items, such as electricity and chemicals, are being consumed in the most cost effective manner;
- Collaborate with other staff to research and develop new processes or techniques in order to maintain an efficient plant operations;
- Review operation and maintenance work through on the job inspections, conferences and reports;
- Collaborate with supervisors and management team, to provide advice on future system improvements;
- Make operational decisions on a daily basis as well as in the absence of the Deputy Director;
- Respond on a 24-hour basis to manage emergency situations;
- Exercise considerable independent judgment in accomplishing the work of the division;
- Assist in the development and review of best management practices, regulations, policies, and procedures which impact organizational performance, and supervise the application of such practices to increase safety, efficiency, public relations, and service;
- Prepare concise, clear, and accurate reports for City Council, department, other jurisdictions or agencies, consulting firms, and the public;
- Interpret codes, policies, and procedures and represent the City's interests at public meetings, hearings, and workshops;
- Coordinate major improvements with other divisions, City departments, county and state agencies;
- Monitor and prepare division-level budgets and supervise cost analyses and budget requests;
- Investigate and resolve technical or public relations problems;
- Promote team involvement and participation in setting goals, priorities, and strategies for safe, efficient, and effective divisional operations;

- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide customer service;
- Exercise sound management techniques and labor relations practices;
- Formulate and implement policies and program objectives for water production and water treatment policies and procedures;
- Direct and monitor the SCADA computerized monitoring system in water treatment facilities;
- Resolve mathematical, technical and analytical problems;
- Role model the values of the organization through example and accountabilities;
- Facilitate solutions to problems facing the department/division;
- Ensure adherence to established safety procedures; monitor facility safety preparedness, monitor work environment, and monitor use of safety equipment to ensure safety of employees and other individuals;
- Produce written documents with clearly organized thoughts using proper English sentence construction and punctuation;
- Attend and participate in a variety of high level internal and external meetings;
- Follow written and oral instructions;
- Read and interpret technical and operational manuals, documents diagrams, and blueprints;
- Operate standard office equipment, including a computer using program applications appropriate to assigned duties;
- Evaluate, audit, deduce, and/or assess data using established criteria;
- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Attend meetings;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse considerable distances during workday with or without an accommodation;
- Other physical labor essential to the classification;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised March 1991</i> <i>Revised & Title Change February 2000</i> <i>Revised November 2001</i> <i>Revised May 2010 (Job Title, Duties & MQ's)</i> <i>Revised October 2011 (Job Duties & MQ's –remove wastewater (Kyrene) & distribution (well sites, etc.)</i></p>