

**WEST SOUND UTILITY DISTRICT
RESOLUTION 486-14**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING A NEW JOB DESCRIPTION AND CONFIRMING WAGE STEP
INCREASES AND PROMOTION**

WHEREAS, the General Manager's appointment of Glen "Randy" Screws to Plant Manager of South Kitsap Water Reclamation Facility was confirmed by the Sewer Advisory Committee on January 15, 2014; and

WHEREAS, Huan "Joy" Ramsdell is being assigned additional accounting responsibilities within the Finance Department; NOW, THEREFORE,

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT
HEREBY RESOLVES:**


Section 1. The attached job description for the position of "Plant Manager" for the South Kitsap Water Reclamation Facility (Exhibit "A") is hereby approved.

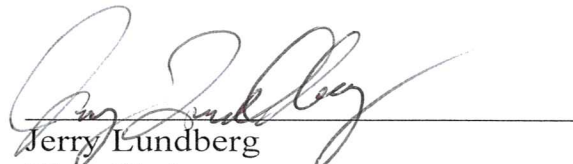
Section 2. Effective February 1, 2014, Randy Screws' salary shall be increased from Pay Grade 22, Step 4 (\$7,192.28) to Pay Grade 22, Step 5 (\$7,551.89), and Joy Ramsdell's salary shall be increased from Pay Grade 13, Step 3 (\$4,415.44) to Pay Grade 13, Step 4 (\$4,636.21).

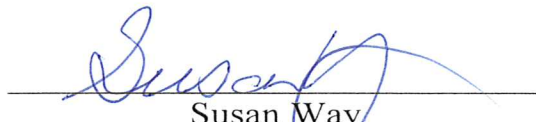
APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on February 3, 2014

WEST SOUND UTILITY DISTRICT

Kitsap County, Washington


James J. Hart
Chairperson


Jerry Lundberg
Vice Chairperson


Susan Way
Secretary

WEST SOUND UTILITY DISTRICT

Exhibit "A" Job Description

Job Title: Plant Manager

FLSA: Exempt

Reports to: General Manager

This is a full time position. The Plant Manager will be required to attend meetings during other than normal work hours. The employee may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function-BASIC FUNCTIONS:

This is a ~~working~~ highly responsible administrative and supervisory position which reports directly to the General Manager. The Plant Manager will be responsible for administration of the facility, directing and supervising the activities of personnel engaged in the proper operation of the wastewater treatment facility, associated and associated programs; with the Facility, and develops and reviews equipment, internal procedures/practices; works toward continually improving efficiencies and effectiveness of operations; reviews work of the staff and contractors for completeness, accuracy and efficiency; and will assist the District in developing the Satellite Systems Management Program. This is a managerial position and the Plant Manager will represent the District in discussions with Federal and State agencies, Kitsap County, and firms or agencies as directed by the District.

MINIMUM QUALIFICATIONS

The following are minimum requirements:

1. High School Diploma. Completion of college courses is preferred.
2. Valid Washington State Driver's License
3. Basic First Aid and CPR card within ~~six~~6 months of employment
4. ~~Valid WWCPA Specialist 3 Certification~~
- 5-4. Valid Washington State Group IV Wastewater Operator Certification
- 6-5. Five (5) years of progressively-responsible experience in wastewater plant operations, including leading or working in a team environment and three (3) years of supervisory experience, or equivalent combination of education, training and experience that would reasonably be expected to provide the job related competencies.

Graduation from an accredited college or university is desirable.

Job Duties and Responsibilities PRINCIPAL DUTIES

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

1. Ensures compliance with the NPDES permits and all regulatory requirements and conditions
2. Develops operational strategies to assure local, State and Federal regulatory compliance

- ~~2.3. Efficiently administers and operates administration and operation of the wastewater treatment facility~~
- ~~4. Management of the District's reclaimed water project~~
- ~~5. Provides supervision of the Facility employees and performs annual employee evaluations of plant employees~~
- ~~6. Plans, organizes and implement staff schedules~~
- ~~7. Prepares short and long term capital Improvement plans~~
- ~~8. Prepares the Facility budgets and provides control of facility expenditures~~
- ~~9. Prepares reports and responses to State inquires, as applicable~~
- ~~10. Effectively communicates and collaborates with other District management staff~~
- ~~11. Prepares and maintains a variety of responses for information, reports, records, databases, and files~~
- ~~12. Makes public presentations for the District, as directed.~~
- ~~13. Plans, organizes and implements long and short term plans and programs~~
- ~~14. Maintains facility data program for NPDES reporting~~
- ~~15. Monitors and analyzes cumulative computer generated process data~~
- ~~16. Monitors and analyzes Laboratory data~~
- ~~17. Monitors chemical use and manages chemical systems~~
- ~~18. Provides project oversight of Facility projects~~
- ~~19. Attends Board and Sewer Advisory meetings as required~~
- ~~20. Plans, organizes and schedules employee required training~~
- ~~3. Maintains a safe working environment and assigns staff to plan, organize, research and develop safety programs~~
- ~~4. Manage District's Satellite Systems Management program for sewers treatment.~~
- ~~5. Organization and supervision of the Facility employees~~
- ~~6. Preparation of the annual Facility budget.~~
- ~~7. Preparation reports and responses to State inquires, as applicable~~
- ~~8. Coordination with other District managerial employees~~
- ~~9. Project management of Facility projects~~
- ~~10. Make public presentations for the District, as directed.~~
- ~~21. Attend Board meetings as required.~~
- ~~22. Assists in planning and execution of maintenance tasks~~
- ~~23. Coordinates, organizes and manages outside contractors to perform work within the facility~~
- ~~11.24. Coordinates and performs public education and facility tours~~
- ~~12.25. Performs other related duties as assigned.~~

Training and Educational Requirements

KNOWLEDGE, SKILL AND ABILITIES

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of application and interpretation of state and local rules, regulations, codes, and ordinances as they relate to areas of assignment:
- Knowledge of principles, practices and methods of Wastewater treatment, facility administration and regulations
- Present themselves in a professional manner and appearance. Such duties may include public speaking, report writing, communications with the news media, and public relations:

- Ability to communicate effectively, both verbally and in writing.
- Ability to read, understand and implement technical manuals and drawings
- ~~Ability to establish and maintain effective working relationships with District personnel, other agencies and the general public.~~
- Ability to develop long range plans and programs for future development of the facilities and equipment
- Ability to develop and maintain good working relationship with employees, officials, regulatory agency representatives and the general public
- Convey information in written and oral form clearly and concisely
- Ability to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely
- Ability to read, understand and interpret analytical laboratory testing conducted in a wastewater treatment facility
- Ability to create and promote a team environment

The Plant Manager should possess good judgment and have the ability to make decisions without minimal supervision.

WORKING CONDITIONS

This is a 40-hour per week position. The District operates from 7:30 AM until 4:00 PM with a 30-minute lunch break and other breaks as required by law. Persons in this position are required to be available at times for after hours, weekends, and holidays. Persons in this position are required, at times, to be in an on call status, have phone service, carry communications for emergency response, and reside within a reasonable commute of the District Office.

The wastewater treatment facility has several work shifts and the Plant Manager is responsible for the proper functioning of the facility.

The employee is subject to 24 hour on call availability. The work hours may be adjusted to meet requirements of the district.

PHYSICAL STAMINA

The Plant Manager must have overall stamina and ability to perform moderate physical activity throughout the work day. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

Persons working in this position are required to work in all phases of the wastewater treatment system, and often are exposed to inclement weather. Due to various conditions, the agility to climb stairs, ladders, and walk on uneven surfaces is required. There are many health and safety hazards including, but not limited to the following: working with or near high voltage motors and generators; contact with various combustible and/or toxic gasses; and other hazards associated with working in and around sewage.

Experience

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

OTHER

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.