



**CITY OF WENTZVILLE**  
invites applications for the position  
of:

## **Wastewater Process Control Manager**

**SALARY:** \$28.95 - \$31.75 Hourly  
\$60,216.00 - \$66,040.00 Annually

**DEPARTMENT:** UTILITIES

**DIVISION:** WASTEWATER

**OPENING DATE:** 07/30/20

**CLOSING DATE:** 08/13/20 05:00 PM

### **SUMMARY:**

Wentzville is a vibrant city whose charm is exceeded only by the remarkable people who call it home. While times have changed, the friendliness and hospitality that recall a simpler era have not. We enjoy a way of life that includes not only the charming characteristics of a small town, but also all of the amenities of a dynamic suburban environment.

Schedules, coordinates, and oversees the work of staff, operations and the treatment processes at the treatment plant in order to ensure safety in the workplace and compliance with state and federal regulations.

### **ESSENTIAL & ANCILLARY JOB DUTIES:**

#### **Essential Job Duties**

- Lead the operations and the treatment processes at the city's wastewater treatment plant.
- Oversee and manage treatment plant operations and the bio-solids land application program; perform maintenance, monitoring, lab testing, and reporting to ensure the safety of staff, the public, and the environment as well as continued compliance with the regulations of the NPDES Discharge Permit, Missouri DNR, and Federal EPA.
- Assist, oversee and coordinate the monitoring, sampling, testing, reporting, and permitting for significant industrial users discharging to the treatment plant.
- Oversee and manage the City's FOG Program, enforce regulations, coordinate and schedule grease trap inspections.
- Determine the nature and extent of treatment concerns, manage inventory, troubleshoot equipment, schedule assignments, and promote safety.
- Maintain equipment and supply inventory and records relating to receipt and issuance of supplies, materials and equipment; make budgetary recommendations based on purchasing history and upcoming expenses.
- Schedule and conduct safety training meetings and safety training equipment inspections; design, implement, and enforce safety regulations and procedures.
- Manage equipment, operations and safety procedures, manage safety equipment inventory, maintenance and inspections and manage PPE, material safety data sheets and the safe handling of chemicals.
- Maintain an annual schedule, progress reports, up-to-date and accurate record of all routine maintenance, completed projects, upcoming projects, and other tracking information.

#### **Ancillary Job Duties**

- Participation in on-call rotation with emergency and urgent condition response time of 30 minutes or less.
- Perform other related duties as assigned.

## **JOB QUALIFICATIONS & KNOWLEDGE, SKILLS AND ABILITIES:**

**Job Qualifications**– Education, experience and training that are required or desirable in order to effectively perform the job at the time of hire. An equivalent combination of education, training and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or equivalent desired.
- - Minimum of 3 years of progressively responsible experience in the operations of wastewater treatment systems and lab analysis.
- Prior pre-treatment management and supervisory experience desired.
- Valid Class B CDL with airbrake and tanker endorsements within 120 days of employment. A valid driver's license is required upon hire.
- Certification DNR Class B Wastewater Treatment required within 120 days of employment.
- Certification Wastewater Lab Class D License required within 120 days of employment.
- Certification Hazardous Spill Response within 120 days of employment required.
- Certification Work Zone Safety within 120 days of employment required.

**Knowledge, Skills and Abilities** – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Proficiency in use of basic business software (word processing, spreadsheets, email, presentations) and basic office equipment.
- Knowledge in the functions of the wastewater systems, treatment processes and related state and federal regulations.
- Attention to detail and the ability to maintain concentrated focus.
- Ability to communicate verbally and in writing.
- Ability to understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationships with coworkers and the public.
- Regular attendance is a necessary and essential job duty.

## **WORK ENVIRONMENT & PHYSICAL ABILITIES:**

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the duties of this job.

- Indoor and outdoor work environment.
- May be exposed to loud noises from equipment.
- Occasionally exposed to varying, inclement weather; may be exposed to wet, humid, hot, and/or cold conditions.
- Occasionally required to work in hazardous traffic conditions and near moving mechanical parts.
- Occasionally exposed to sewage, dust, chemicals, gases, and other toxic substances or conditions.

**Physical Abilities** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Work may require frequent standing, walking, climbing, bending, and must be able to lift and carry up to 25 pounds.
- Must be able to sit for extended periods of time.
- Must be able to speak and hear clearly.
- Must be able to have repetitive wrist, hand, and/or finger movement.
- Must have finger dexterity and hand-eye coordination.
- Must have clarity of vision and the ability to adjust focus.

### **DOT (CDL) DRIVER SUPPLEMENT**

This supplement in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job duties described herein may be subject to possible modification in accordance with applicable state and federal laws.

### **Background Information**

All DOT regulated positions are considered safety sensitive by regulation. Safety-sensitive employees are those employees who discharge duties so fraught with risks of injury to self or others, environmental injury and/or property damage that even a momentary lapse of attention can have disastrous consequences. It is an essential job function safety rule applicable to every employee working in a safety sensitive classified position to be able to work in a constant state of alertness and in a safe manner.

### **Essential License, Certifications, Registrations and Insurability**

All Drivers must have a current commercial driver's license (CDL) in accordance with the standards set forth in 49 CFR PART 391. Federal regulations require random testing of Drivers for drug or alcohol use. Drivers must be insurable at standard rates.

### **FMCSA Driver Fitness for Duty Statements**

- FMCSA Driver Fitness for Duty Statement: The DOT regulations make clear that the City, as a DOT regulated employer, makes the final determination of who is a qualified individual to drive a commercial motor vehicle. The City shall not permit a person to drive a commercial motor vehicle unless the person meets all DOT minimum qualifications and such other more stringent qualifications and requirements relating to safety of operation and employee safety and health. The City may use the services of independent Medical Examiners, Medical Review Officers and Occupational Physicians to make its final determinations.
- FMCSA Driver Clearinghouse Certification: Drivers must be currently cleared without restriction in the FMCSA Clearinghouse to immediately perform FMCSA Safety Sensitive duties as a DOT regulated Driver.
- FMCSA Driver Safety Rule: Requires mandatory reporting by Drivers of off-duty DUI and Drug Offense Arrest and/or Conviction. In accordance with the authority granted to the City by the DOT to impose other requirements to prevent alcohol misuse by Drivers, it is mandatory that Drivers disclose to their supervisor and/or Human Resources by the end of the business day arrest and/or convictions for all alcohol and/or drug related offenses committed while operating any motor vehicle. This will allow the City to immediately remove from safety sensitive functions, Drivers who have engaged in off-duty unsafe behavior related to alcohol or drug misuse (which is directly related to their safety sensitive functions performed for the City) to make determinations as follows:
  - If the Driver is fit for duty
  - If the Driver is still qualified under DOT regulations to operate a CMV for the City;
  - If the Driver is still insurable at standard rates under the City's insurance plan; and
  - If the Driver can still meet the essential job functions for the position. It is an essential job function of every DOT regulated Driver that they be qualified and licensed to operate a CMV without the use of a judicially ordered interlocking device, or similar device as part of a diversion or conviction for an alcohol related offense.

### **Essential Physical Demands**

- Hand-eye coordination. Driving a CMV requires that controlled use of multiple limbs on the basis of what a person observes. Federal regulations require drivers to have normal use of their arms and legs.
- Hearing ability. Drivers need good hearing. Federal regulations require the ability to hear a forced whisper in one ear at five feet (with or without the use of a hearing aid).
- Patience. Because of possible traffic congestion Drivers are put in stressful situations and must be able to continue to calmly operate their CMV.
- Physical Health. Federal regulations do not allow people to become a Driver if they have a medical condition that may interfere with the operation of a CMV, such as high blood pressure or epilepsy.
- Visual ability. Drivers must be able to pass vision tests. Federal regulations require at least 20/40 vision with a 70-degree field of vision in each eye, and the ability to distinguish colors on a traffic light.
- While performing the duties of this job, the employee is frequently required to sit for long periods of time, stand, walk, use hands and fingers to handle, or feel and reach with hands and arms, and talk or hear, see and inspect, and bend.

### **Essential Emotional Demands**

- Demonstrated past and present ability to safety operate a CMV
- Can read, understand, hear and apply written and spoken directions
- Ability to work in a constant state of alertness and safety awareness

- Ability to work in an unfatigued state
- Ability to accurately gauge lengths of time and distance
- Ability to quickly store and recall instructions in one's short term memory
- Ability to concentrate
- Ability to cope with sudden changes in surrounding and/or emergency situations and/or alarms
- Demonstrated caring, committed and concerned attitude about safety
- Ability to rapidly respond to stimuli
- Possess fast reflexes and unimpaired coordination
- Ability to perform tasks involving high levels of cognitive function and judgement
- Not mentally or physically impaired from any cause that can adversely affect ability to safely and competently perform the DOT regulated functions
- Ability to take prompt and appropriate response to operating conditions
- Not mentally or physically impaired from any cause that can adversely affect ability to safely and competently perform the DOT regulated functions

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The City of Wentzville is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. The City of Wentzville makes every effort to fully comply with the Americans with Disabilities Act. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The City of Wentzville is a drug and alcohol free work place. A pre-employment drug screen is required for all positions. The City of Wentzville participates in E-Verify.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.wentzvillemo.org>

Position #00499  
WASTEWATER PROCESS CONTROL MANAGER  
PB

1001 Schroeder Creek Blvd  
Wentzville, MO 63385  
636-639-2190  
636-639-2007

[hr@wentzvillemo.org](mailto:hr@wentzvillemo.org)

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