



LFS-MO-HR-011

REV# 00

Job Description

Title: WWTP Manager

Purpose: To provide a professional and effective service to the WWTP Department.

Responsible To: Operations Manager/General Manager

Location: Linc FS – UTILITIES (FM003)

Principle Accountabilities:

- Will be in-charge of the water treatment facility and wastewater treatment facility to meet Monthly plant performance reporting (KPI).
- Oversee and direct the day-to-day operations and maintenance of the water and wastewater treatment facilities and ensure these activities are completed according to acceptable public health practices and industry standards.
- Will assist in the development and implementation of modern operating procedures in accordance with rules, regulations, and procedures for WWTP
- Shall develop preventive maintenance programs; inspect treatment and other system components for malfunctions and make necessary repairs
- Shall investigate complaints relative to the operation of the water and wastewater facilities and initiate appropriate action to achieve appropriate resolution, coordinate with others as appropriate
- Shall initiate and implement employee trainings on the proper usage of materials, equipment, hand tools, and procedures.
- Shall identify unsafe working conditions and act to immediately correct
- Shall recommend improvements/revisions to safety rules and procedures
- Shall plan, schedule, and assign daily work projects and prepare reports relative to the completion of projects.
- Will Monitor the operation of variety of light and heavy equipment as needed
- Shall ensure that safety precautions and procedures are followed in all work activities
- Shall inspect work of staffs during work in progress
- Shall participate in professional meetings, seminars, and other meetings as necessary
- Shall determine and implement remedial actions in emergencies, including following directives issued by local regulatory agencies to correct deficiencies.
- To communicate with subcontractors for any emergency requirement.

Personal

- Fluency in English language both spoken and written. (Spoken Arabic, Hindi, or Urdu will be an advantage)
- Personable and approachable
- Good level of interpersonal and communication skills.
- Excellent time management skills and able work to strict deadlines.
- Self-motivated being required to work with minimal supervision
- Able to prioritise work and meet deadlines.
- Rapid and accurate analysis of issues. Pro-actively seek to resolve problems.
- Always ensure a high standard of personal hygiene and cleanliness.
- Ability to comply, acknowledge and respect the existing company procedures.

Qualifications and Experience:

- Bachelor's Degree in Engineering (Chemical Engineering or Mechanical Engineering preferred) or Equivalent.
- With 20 years of experience working in water & wastewater treatment field (Treatment capacity more than 30 MLD Plant)
- Has sound knowledge in understanding of Plant O&M standards for performing plant operations.
- Knowledge of documentation, understand P&ID Diagram and record keeping
- Hands on experience in SCADA, Various Pumps, blowers, and Instruments
- Knowledge of Various steps of biological Treatment processes, chlorine disinfection process and troubleshooting, continuous sand filtration process and troubleshooting, belt-press dewatering system, chemicals handling and dosing.
- Ability to handle plant equipment maintenance (PM/CM) as per PDCA cycle
- Understand the methods and techniques of troubleshooting for mechanical and electrical control systems.
- Ability to handle all types of suppliers and customer internally as well as externally for spare parts, materials etc.
- With demonstrated ability to contribute as a member of a team to achieve positive outcomes and provide quality service to customers.
- Strong teamwork ethic and promotion of customer service excellence.
- Knowledge in Microsoft Office, particularly, word and Excel.



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It is a condition of employment that all employees are expected to carry out all of their duties within the guidelines of company policy and procedure, and practice.

From time-to-time employees will be required to attend meetings, briefings, and training sessions as required.

In addition, employees must adhere to all company Health & Safety policies, procedures, practices, and all relevant legal and statutory Health & Safety requirements and obligations.

Job Holder's Printed Name and Signature: _____

Date: _____

General Manager's Signature: _____

Date: _____