



**Job Announcement**  
**Assistant IWPP Manager - Data, Systems, & Revenue Management (Hybrid)**  
An Equal Opportunity/Affirmative Action Employer  
<https://metro council.org>

**SALARY**

Salary: See Position Description

**OPENING DATE:** 08/04/22

**CLOSING DATE:** 08/29/22 11:59 PM

**LOCATION:** Metro 94 - 455 Etna St., St. Paul MN 55106

**WHO WE ARE:**

We are the Metropolitan Council, the regional government for the seven-county Twin Cities metropolitan area. We plan 30 years ahead for the future of the metropolitan area and provide regional transportation, wastewater, and housing services. More information about us on our website.

**About the Metropolitan Council's Environmental Services Division:**

We are an award-winning wastewater industry leader in protecting our environment! Metropolitan Council Environmental Services (MCES). MCES operates and maintains the wastewater collection and treatment system for the Minneapolis-St. Paul seven-county metropolitan area, which includes approximately 650 miles of regional sanitary sewers and nine regional wastewater treatment plants. MCES treats an average of 250 million gallons of wastewater daily, providing cost-effective service to more than 2.6 million people in 111 customer communities. MCES treatment plants consistently earn state and national awards for complete compliance with their environmental permits. MCES also is nationally recognized for its work monitoring air and water quality and planning for a long-range water supply to meet future demand.

To find out how the Metropolitan Council and the Environmental Services division serve the Twin Cities region, please click on the links for more information: <https://metro council.org/About-Us/The-Council-Who-We-Are.aspx> and <https://metro council.org/Wastewater-Water.aspx>.

***We are committed to supporting a diverse workforce that reflects the communities we serve.***

The Environmental Services Division of the Metropolitan Council is accepting applications for a full-time Assistant IWPP Manager- Data, System, and Revenue Management.

**How your work would contribute to our organization and the Twin Cities region:**

This position has a management role in Industrial Waste & Pollution Prevention Section (IWPPS) revenue operations, ensuring invoices totaling nearly \$15M per year are generated in an accurate and timely manner. This role involves the supervision of seven employees, and participates in Strength Charge, Sewer Availability Charge (SAC), and Industrial Capacity Charge (ICC) issues and disputes, as needed. This role also is responsible for directing IWPPS staff to assure consistent use of the iPACS database to maintain data quality and integrity.. This position manages MCES' Industrial Online Reporting System, which is used by over 900 industrial customers and 850 dental clinics to submit

required reports online. This position is responsible for setting budgets and administering procurement.

**Note:** *This position requires person be in the office approximately 50% of the time with occasional travel and working out of various locations throughout the seven (7) county Metropolitan Area. Some work sites are not accessible by public transportation, so driving a Council vehicle within the metro area may be required.*

### **WHAT YOU WOULD DO IN THIS JOB**

- Supervise direct reports, including staff who support business systems, revenue functions and engineers.
- Manage IWPP systems and business data, including revenue systems, iPACS, GovOnline and GovMobile
- Serve as Program Manager for the MCES Industrial Online Reporting System (IORS).
- Coordinate IWPPS purchasing, budgeting and revenue forecasting. Approve purchases for IWPPS and Metro 94, set budgeting priorities and expenses in consultation with IWPPS Manager and develop IWPPS revenue forecasts.
- Support IW Manager in the generation of the annual MCES Pretreatment Report (submitted to the Minnesota Pollution Control Agency (MPCA) to fulfill a USEPA industrial pretreatment program requirement).
- Issue and administer industrial discharge permits and evaluate all permittee submittals to determine and ensure compliance with Waste Discharge Rules and industrial discharge permit limits.
- Participate in the IWPPS Management Team. Help to set performance metrics and goals for the Section each year
- Will work across multiple work units and with external customers, so needs to have excellent customer service skills and the ability to align business processes to satisfy customer needs
- Requires the ability to work collaboratively with coworkers and external partners who may come from a variety of cultures and environments.
- Ability to plan and strategize, utilizing strategic and analytical thinking, creativity and problem-solving skills and conflict resolution

### **WHAT EDUCATION AND EXPERIENCE ARE REQUIRED FOR THIS JOB (MINIMUM QUALIFICATIONS)**

- Bachelor's Degree or higher in Engineering (civil, environmental, chemical) biology, chemistry, or a related field AND
- Six (6) years progressively responsible experience in a publicly owned treatment works pretreatment program with three (3) years of those years in supervisory, lead work, or project management.

OR

- Associate's Degree in Engineering (civil, environmental, chemical) biology, chemistry, or a related field AND
- Eight (8) years progressively responsible experience in a publicly owned treatment works pretreatment program with three (3) years of those years in supervisory, lead work, or project management.

OR

- Ten (10) years progressively responsible experience in a publicly owned treatment works pretreatment program with three (3) years of those years in supervisory, lead work, or project management.

#### **License Requirements:**

- Must possess a valid driver's license.

### **What additional skills and experience would be helpful in this job (desired qualifications):**

- 3 or more years of supervisory, lead or managerial experience directly related to managing and leading field crews in a wastewater treatment or wastewater collection or a related field.
- Represents IWPPS and provides input regarding MCES budgets and rates that affect industrial customers
- Experience preparing annual IWPPS budget for manager approval and track budget spending throughout the year to ensure budget adherence.
- Ability to issue and administer industrial discharge permits to industrial users that meet permitting criteria to protect our collection system and wastewater treatment plants. Determine and calculate permit limits by understanding and applying federal and local pretreatment regulations.

### **What knowledge, skills, and abilities you should have within the first six months on the job:**

- Manages staff and processes to ensure revenue functions are performed in an accurate and timely manner. Set performance goals for processing SMRs.
- Lead the IORS Support Team in providing customer support to over 2,000 users of the MCES Industrial Online Reporting System.
- Ability to convene and lead teams and/or groups of stakeholders' both internal and external to bring to consensus.

### **What you can expect from us:**

- We offer the opportunity to make a difference and positively influence the Twin Cities metropolitan area.
- We encourage our employees to develop their skills through on-site training and tuition reimbursement.
- We provide a competitive salary, excellent benefits, and a good work/life balance.

### **[More about why you should join us!](#)**

- Ability to train, develop, mentor and counsel employees.
- Ability to communicate verbally and in written form in a professional, clear, and effective manner.
- Strong interpersonal and relationship-building skills.
- Strong problem-solving skills including analyzing issues and seeking out resolutions and solutions.

**If you are already an employee of the Metropolitan Council**, you must pass a criminal background check if the job you're applying for is safety sensitive, is a supervisory or management job, is in the Finance, Information Services or Human Resources departments, or has access to financial records, files/databases, cash, vouchers or transit fare cards.

IMPORTANT: If you make a false statement or withhold information, you may be barred from job consideration.

### **Once you have successfully completed the steps above, then:**

**If you are new to the Metropolitan Council**, you must pass a drug test (safety-sensitive positions only), and a background check which verifies education, employment, and criminal history. A driving record check and/or physical may be conducted if applicable to the job. If you have a criminal conviction, you do not automatically fail. The Metropolitan Council considers felony, gross misdemeanor, and misdemeanor convictions on a case-by-case basis, based on whether they are related to the job and whether the candidate has demonstrated adequate rehabilitation.

**If you are already an employee of the Metropolitan Council**, you must pass a drug test (if moving from a non-safety sensitive position to a safety-sensitive position) and criminal background check if the job you're applying for is safety-sensitive, is a supervisory or management job, is in the Finance, Information Services, Audit, or Human Resources departments, or has access to financial records, files/databases, cash, vouchers or transit fare cards. A driving record check and/or physical may be

conducted if applicable to the position.

**IMPORTANT:** If you make a false statement or withhold information, you may be barred from job consideration.

The Metropolitan Council is an Equal Opportunity, Affirmative Action, and veteran-friendly employer. The Council is committed to a workforce that reflects the diversity of the region and strongly encourages persons of color, members of the LGBTQ community, individuals with disabilities, women, and veterans to apply. If you have a disability that requires an accommodation during the selection process, please email [HR-OCCHHealth@metc.state.mn.us](mailto:HR-OCCHHealth@metc.state.mn.us)

## **ADDITIONAL INFORMATION**

**Union/Grade: MANA/Grade J**

**FLSA Status: Exempt**

**Safety Sensitive: Yes**

**Full Salary Range:** \$ 42.03 - \$63.43 Hourly/\$87,422 - \$131,934 Annually

**Hiring Range:** \$42.03 - 47.70 Hourly/\$87,422 - \$99,216 Annually

### **Work Environment:**

It is anticipated that a minimum of 10% of time will be spent in the field at various work locations throughout the seven (7) county Metropolitan Area completing inspections. Work is generally in an office environment. Position is occasionally exposed to fumes or airborne particles and occasionally to wet, humid conditions and toxic or caustic chemicals. Position is occasionally required to travel by car locally.

All employment offers are conditional upon a review and verification of education, employment and driving record (if applicable) as well as passing a pre-employment drug-screen for new hires. Offers are also conditioned upon passing a criminal background check for new hires. Convictions are not an automatic disqualification from the selection process. The Metropolitan Council considers felony, gross misdemeanor and misdemeanor convictions on a case-by-case basis. Convictions are reviewed based upon the relatedness of the conviction to duties of the position as well as a candidate's ability to demonstrate adequate rehabilitation.

### **What steps the recruitment process involves:**

1. We review your minimum qualifications.
2. We rate your education and experience.
3. We conduct a structured panel interview.
4. We conduct a selection interview.
5. Comprehensive Leadership Assessment (*Details will be provided after the selection interview*).

### **Once you have successfully completed the steps above, then:**

**If you are new to the Metropolitan Council,** you must pass a drug test (safety-sensitive positions only), and a background check which verifies education, employment, and criminal history. A driving record check and/or physical may be conducted if applicable to the job. If you have a criminal conviction, you do not automatically fail. The Metropolitan Council considers felony, gross misdemeanor, and misdemeanor convictions on a case-by-case basis, based on whether they are related to the job and whether the candidate has demonstrated adequate rehabilitation.

**If you are already an employee of the Metropolitan Council,** you must pass a drug test (if moving from a non-safety sensitive position to a safety-sensitive position) and criminal background check if the job you're applying for is safety-sensitive, is a supervisory or management job, is in the Finance, Information Services, Audit, or Human Resources departments, or has access to financial records, files/databases, cash, vouchers or transit fare cards. A driving record check and/or physical may be conducted if applicable to the position.

**IMPORTANT:** If you make a false statement or withhold information, you may be barred from job

consideration.

The Metropolitan Council is an Equal Opportunity, Affirmative Action, and veteran-friendly employer. The Council is committed to a workforce that reflects the diversity of the region and strongly encourages persons of color, members of the LGBTQ community, individuals with disabilities, women, and veterans to apply. If you have a disability that requires an accommodation during the selection process, please email [HR-OCCHHealth@metc.state.mn.us](mailto:HR-OCCHHealth@metc.state.mn.us)

APPLICATIONS MAY BE COMPLETED ONLINE AT  
[www.metrocouncil.org](http://www.metrocouncil.org)

Job #2022-00295  
ASSISTANT IWPP MANAGER - DATA, SYSTEMS, & REVENUE  
MANAGEMENT (HYBRID)

### Assistant IWPP Manager - Data, Systems, & Revenue Management (Hybrid) Supplemental Questionnaire

- \* 1. Applicant Instructions: The supplemental questions listed below are to further evaluate your education and experience and to determine your eligibility for this position. Answer each question completely and please do not type "see resume" otherwise your application will be considered incomplete, and you will not receive further consideration for this position. The experience you indicate in your responses should also be consistent with the Work History section of this application. If you attached a resume and/or cover letter to your application, it will be reviewed at the education and experience review step. I have read and understand the above instructions regarding supplemental questions.
  - Yes
  - No
  
- \* 2. How did you **first** hear about this job opening?
  - CareerForce Center
  - Community Event/Organization
  - Employee Referral
  - Facebook
  - Glassdoor
  - Indeed
  - Job Fair
  - LinkedIn
  - Metro Transit Bus Advertisement
  - Twitter
  - Website: [governmentjobs.com](http://governmentjobs.com)
  - Website: [metrocouncil.org](http://metrocouncil.org)
  - Website: [metrotransit.org](http://metrotransit.org)
  - Website: [minnesotajobnetwork.com](http://minnesotajobnetwork.com)
  - Other
  
- \* 3. If you selected 'Other', please describe where you first heard about this job. if you selected 'Employee Referral' please enter the employee's first and last name, ID number (if known), and job title. Type N/A if not applicable.
  
- \* 4. Please select the option below that reflects your education and experience level.
  - Bachelor's Degree or higher in Engineering (civil, environmental, chemical) biology, chemistry, or a related field AND Six (6) years progressively responsible experience in a publicly owned treatment works pretreatment program with three (3) years of those years in supervisory, lead work, or project management.
  - Associate's Degree in Engineering (civil, environmental, chemical) biology, chemistry, or a related field AND Eight (8) years progressively responsible experience in a publicly owned treatment works pretreatment program with three (3) years of those years in supervisory, lead work, or project management.

Ten (10) years progressively responsible experience in a publicly owned treatment works pretreatment program with three (3) years of those years in supervisory, lead work, or project management.

None of the above

- \* 5. If you answered 'yes' to Q4, describe the field where you gained the lead/supervisory/project management/management experience. Also, list the organization, title and briefly describe your role. Please do not type 'see resume'. If you do not have this experience type 'none'.
- \* 6. Do you have experience with any of the following? Please check all that apply.
- iPACS or similar pretreatment management software
  - CROMERR-compliant online reporting systems
  - Hyperion
  - GovMobile or other mobile data entry applications
  - P-Card
- \* 7. If you have experience with any of the systems in Q6, please describe where you gained the experience and how you used the system.
- \* 8. Briefly describe any QA/QC for reporting that you have experience that ensured data accuracy and reliability?
- \* 9. What type of budget experience do you have? What was your annual budget and how did you track and approve for budget adherence?
- \* 10. Describe your experience supervising employees, and managing and coaching for performance. Please include the number of years you have supervised others. If you are a current employee, be sure to specifically state any equivalencies from Metropolitan Council LOD programming.
- \* 11. Describe your project management experience. Be specific in the size and types of teams and projects you have managed. Please includes the number of years of experience and call out any equivalencies from LOD programming.
- \* 12. Do you have experience with the following? Check all that apply.
- Professional Engineer License
  - Project Management Professional License
  - Working knowledge of various EPA regulations regarding waste disposal (such as regulations pertaining to hazardous waste or chemical storage) and wastewater treatment permitting
  - Knowledge of wastewater treatment plant operations, sewer systems, hydraulics, water/wastewater chemistry, and associated regulatory considerations
  - Experience with industrial pretreatment programs and permit issuance and administration
  - Experience managing data systems, specifically databases and online reporting system
  - Experience in creating and managing a budget and forecasting revenue
  - Experience dealing with stakeholder groups
  - Experience facilitating meetings and large groups of stakeholders
  - Experience hiring and onboarding new staff
- \* 13. If you have experience with any of the options in Q12, please describe where you gained the experience and how you used the system.
- \* 14. This position requires collaboration with both internal and external customers. How would you build

trust and relationships with people from a variety of backgrounds and cultures?

\* Required Question