



Job Announcement  
Assistant Business Unit Manager - Interceptor Operations  
An Equal Opportunity/Affirmative Action Employer  
<https://metro council.org>

**SALARY**

\$42.03 - \$63.43 Hourly \$87,422.40 - \$131,934.40 Annually

**OPENING DATE:** 08/01/22

**CLOSING DATE:** Continuous

**LOCATION:** Regional Maintenance Facility (RMF) - Eagan, MN

**WHO WE ARE:**

**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 Business Unit Manager- Interceptor Services.

***The position will be posted continuously until filled. Candidates who submit their application by August 15, 2022 will be given preference. This posting is subject to close at any time without notice after August 15, 2022.***

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

As an Assistant Business Unit Manager- Interceptor Services you will provide leadership, management,

guidance, and support to the business unit to ensure compliance with environmental and safety regulations. You will also ensure that processes, personnel, budgets, and infrastructure are maintained in accordance with Metropolitan Council policies and procedures. Additionally, you will manage various Interceptor Services Business Unit (ISBU) programs and provide leadership for the ISBU field crews and Metering and Alarm staff. Other responsibilities include assign work, provide direction and reviews for compliance with standards. Coordinates and provides direction for the operation, maintenance and emergency repair of the interceptor collection system.

**Note:** *This position requires frequent 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. Position may be required to work at night and on weekends.*

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

- Provide work direction, training, and guidance to Interceptor Service Workers and Metering and Alarm staff. Check work for conformance to standards.
- Plan and schedule work for Service Workers and Metering and Alarm staff utilizing WAM computerized maintenance management system.
- Complete and administer performance evaluations for assigned staff.
- Provide coaching and administer discipline for assigned staff.
- Drive engagement by empowering staff with meaningful decision making and ownership.
- Diagnose, troubleshoot, and determine actions to correct operational deficiencies and or general improvements.
- Available to respond to emergency situations 24 hours per day, 7 days per week, 365 days per year.
- Respond directly or through staff to resolve issues or complaints such as odors, noise, sewer system operation, and vehicle operation by MCES staff in a prompt and professional manner.
- Collaborate with both internal and external partners, stakeholders, and staff.
- Accountable for budget development and control to ensure that each program/subprogram contributes to meeting overall budgeted goals.
- Coordinate maintenance and repair activities with Service Workers and Trades personnel, utility workers, contractors and other municipal agencies.
- Assist others with strategies and direction to achieve operational efficiency and effectiveness.
- Evaluate and assess planning, design and construction impacts on operations and maintenance.
- Prepare clear, easy to read and well documented reports when faced with difficult or uncommon operating situations or incidents.
- Perform related duties as assigned.

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

- Bachelor of Science Degree in environmental science, engineering or a related field **AND 6 years of experience** in wastewater collection or wastewater treatment or a related field of which 3 years are in a lead/supervisory/project management/management role directly related to field operations: Construction Management
- Associate Degree in environmental science, engineering or a related field **AND 8 years of experience** in wastewater collection or wastewater treatment or a related field of which 3 years are in a lead/supervisory/project management/management role directly related to field operations: Construction Management.
- High School Diploma or Equivalent **AND 10 years of experience** in wastewater collection or wastewater treatment or a related field of which 3 years are in a lead/supervisory/project management/management role directly related to field operations: Construction Management.

**License Requirements:**

- Must possess a valid driver's license.
- Obtain a SC or C Wastewater Operators Certification within 24 months of hire
- Obtain a S-B or B Certification within 5 years of hire.

**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.
- Computer skills with MS Office Suite.
- Demonstrable experience using computerized maintenance management system such as WAM.
- Demonstrable experience with Supervisory Control and Data Acquisition systems (SCADA).
- Knowledge of Federal and State regulations (USEPA, MNPCA, OSHA, etc.) as they pertain to sanitary sewer collection systems.
- Demonstrable experience with collection system inspection, evaluation methods and procedures.
- Demonstrable ability and experience reading and understanding construction documents.

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

- Strong knowledge, understanding, and experience in implementing safety protocol in the performance of job duties, including handling of hazardous materials.
- Experience in providing effective work direction to a crew.
- Excellent coaching and management skills with ability to train, develop, and mentor.
- Ability to create a work environment where differences are openly shared, embraced, and incorporated into the team's activities.
- 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.

**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!](#)

**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.

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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**

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**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

#### **Please join us for an Information Session:**

Click this link to register for the session:

**Registration is required for this event by no later than Friday, August 5, at 12 PM (NOON). Once you have registered, you will receive a calendar invite to the email you registered with.**

[https://teams.microsoft.com/registration/i\\_a\\_3Splc0WB4P74FWpP0A,MFFP33u2\\_Umli-knfZKvCw,c1p37YKz4ka7NvWYkYwZXQ,BkCUHTE5b0arcSiS8tns7A,y9xdLTb9hE-F1eGz3TKbSg,gWvgWYoyhkGwHNeA21OgQg?mode=read&tenantId=ddebff68b-482a-4573-81e0-fef8156a4fd0&webinarRing=gcc](https://teams.microsoft.com/registration/i_a_3Splc0WB4P74FWpP0A,MFFP33u2_Umli-knfZKvCw,c1p37YKz4ka7NvWYkYwZXQ,BkCUHTE5b0arcSiS8tns7A,y9xdLTb9hE-F1eGz3TKbSg,gWvgWYoyhkGwHNeA21OgQg?mode=read&tenantId=ddebff68b-482a-4573-81e0-fef8156a4fd0&webinarRing=gcc)

**What:** Virtual Position Information Session for the Assistant Business Manager, Interceptor Operations

**When:** Monday, August 8, 2022

**Time:** 11:45 AM – 12:30 PM

#### **Click this link to register for the session:**

Registration is required for this event by no later than Friday, August 5, at 12 PM (NOON). Once you have registered, you will receive a calendar invite to the email you registered with.

#### **Work Environment:**

It is anticipated that a minimum of 50% of time will be spent in the field at various work locations throughout the seven (7) county Metropolitan Area. Work is divided between the field, with exposure to malodorous conditions, outdoor weather and a normal office environment. Position is occasionally exposed to fumes or airborne particles and occasionally to wet, humid conditions and toxic or caustic chemicals. There is occasional exposure to extreme heat and risk of electrical shock. Position frequently works near moving parts or equipment. Position is frequently required to travel by car locally. Position may be required to work at night and on weekends.

#### **Physical Requirements:**

Ability to safely lift and carry portable pumps, hoses and other equipment weighing up to 50 pounds for short distances; routinely climb ladders and descend/ascend stairs; routinely enter and exit confined spaces; sit and stand for extended periods of time.

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.

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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 #2022-00327  
ASSISTANT BUSINESS UNIT MANAGER - INTERCEPTOR  
OPERATIONS

**Assistant Business Unit Manager - Interceptor Operations 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
- Website: metrocouncil.org
- Website: metrotransit.org
- Website: 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 environmental science, engineering or a related field AND 6 years of experience in wastewater collection or wastewater treatment or a related field
- Associate's degree in environmental science, engineering or a related field AND 8 years of experience in wastewater collection or wastewater treatment or a related field
- High School diploma or GED AND 10 years minimum of experience in wastewater collection or wastewater treatment or a related field
- None of the Above

\* 5. Do you have 3 OR more years of work experience in a lead/supervisory/project management/management in wastewater collection, wastewater treatment or related field

- Yes
- No

\* 6. If you answered 'yes' to the previous question, 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'.

\* 7. Do you have experience with computerized maintenance management systems (CMMS) such as WAM?

- Yes
- No

\* 8. If you answered 'yes' to the previous question. Describe briefly where you utilized Computerized maintenance systems (CMMS) and how? Please do not type 'see resume'. If you do not have this experience type, 'none'.

\* 9. Do you have knowledge and experience in Federal and State regulations (USEPA, MNPCA, OSHA, etc.) as they pertain to sanitary sewer collection systems?

- Yes

No

\* 10. If you answered 'yes' to the previous question, describe your knowledge and experience in Federal and State regulations (USEPA, MNPCA, OSHA, etc.) as they pertain to sanitary sewer collection systems. Please do not type 'see resume' If you do not have this experience type, 'none'.

\* 11. Do you have experience with Supervisory Control and Data Acquisition systems (SCADA)?

Yes

No

\* 12. If you answered 'yes' to the previous question. Describe where you gained the experience with Supervisory Control and Data Acquisition systems (SCADA? Please do not type 'see resume' If you do not have this experience type, 'none'

\* 13. Position may require travelling to various work site that may not be accessible by public transportation. Do you have a valid Minnesota driver's license?

Yes

No

\* 14. Position may be required to work occasional nights and or on weekends in malodorous areas and in confined spaces. Are you willing and able to commit to this requirement?

Yes

No

\* 15. It is the requirement for this position to obtain the SC or C Wastewater Operations Certification within 24 months of hire. Are you willing and able to fulfill this requirement?

Yes

No

\* 16. 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