

## **Job Summary**

Works under general supervision and provides oversight for the day to day operations of the Wastewater Treatment facilities. Understands industry best practices and possesses the ability to manage and lead in a team environment. The position is responsible for planning, organizing and directing the wastewater treatment process.

Requires extensive interaction with the public and other public and private agencies. Performs supervisory, administrative and professional work in planning, organizing, directing and supervising tasks related to the wastewater utility including construction, operation, repair and maintenance at the treatment facilities. Ensures operational, financial, environmental and ethical excellence always.

### **Essential Job Duties and Responsibilities**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Plans, organizes, coordinates and oversees a wide variety of facility operations, including the operation of the wastewater treatment system in order to meet local, State and Federal regulations. Enforces rules, regulations and policies and procedures relating to the operation of the wastewater utility.
2. Assigns and directs the work of staff. Mentors, trains, and monitors operators regarding methods and procedures of work, safety, supply and equipment requirements, and operational policies and priorities of work.
3. Monitors the performance of all equipment, gauges, pumps and charts in the treatment plant and lift stations and records statistical data concerning plant operations. Oversees operation and maintenance of sewage pump stations; wet wells, and pumps and valves to control and adjust flow and treatment process.
4. Provides supervision of the collection of samples and identifies concentrations of chemical, physical or biological characteristics of wastewater required in accordance with local, state and Federal requirements. Oversees the Laboratory Technicians.
5. Oversees the operation and maintenance of the sludge belt press, and the compliant delivery of sludge to the designated disposal site.
6. Oversees performance of electrical systems, circuits or equipment of the treatment plant.
7. Operates, calibrates, modifies or repairs instrumentation and control equipment including recorders, flow meters and other wastewater quality monitoring equipment. Understands the software and security required in the operation and monitoring of the facilities.
8. Resolves test result issues and problems as may arise. Responds appropriately to the applicable oversight state or federal agency.
9. Works with the Utility Operations Manager to inspect, at frequent intervals, and supervise the repair of wastewater equipment, wastewater collection system needs and treatment plant systems to ensure that all aspects of the system are functioning properly.

9. Assists in solving personnel and technical problems and determines personnel, materials, and equipment requirements.

11. Keeps the Utility Manager informed on the operation of the wastewater treatment facilities. Participates in the budget, requisitioning, payroll and Public Service Commission report processes and attends Utility Board meetings when requested.

12. Keeps and maintains all files, records and any information pertaining to the plant. Obtains, through Bureau of Public Health, the proper certifications required to operate and manage the wastewater treatment facilities so as to be authorized to sign all reports.

13. Performs after-hours emergency work and on-call duties and related work and duties as needed or assigned.

14. Promotes an image of professional, courteous service as a representative of the City and the Board.

### **Knowledge, Skills and Abilities**

- General knowledge of wastewater treatment equipment, facilities, materials, methods and procedures used in maintenance and operation activities.
- Working knowledge of laboratory procedures and practices. Ability to perform process control calculations.
- Requires the ability to understand and act on oral and/or written instructions.
- Requires knowledge of safe construction and work standards.
- Requires passing a professionally administered pre-employment physical examination certifying ability to perform work-related tasks and duties. Hepatitis B series also required.
- Ability to establish successful working relationships, supervise in a team environment and work with angry or difficult customers.

### **Equipment Used**

Equipment and tools used include dump truck, truck and trailer, generators, compressors, boat and trailer, computer, gauges, common hand and power tools, calculator, certain lab equipment, mower, shovel, pick, rake, and broom.

### **Physical Requirements**

Employee spends a majority of work-shift using equipment and performing tasks requiring repeated bending, crouching, stooping, stretching, or crawling. Occasional activities require working from elevated workplaces. Daily operations require unaided lifting of objects weighing as much as fifty (50) pounds.

### **Hazardous Conditions**

Hazardous conditions encountered on a daily basis include: constant danger from moving mechanical parts in wet, slippery and humid conditions. Employee works with chemicals that could be hazardous or dangerous if used in an unsafe manner. Occasional hazards encountered include: tripping or slipping due to terrain, weather conditions or working at the source of supply. Possible hazards include: contact with hazardous or toxic materials, fumes or airborne particles, risk of electrical shock, and vibration.

**Qualifications**

Experience: In accordance with State of West Virginia Department of Health and Human Resources, Bureau for Public Health, Title 64, Series 5, as a Class II Advanced Public Wastewater Supply Operator or greater. Requires a clear understanding of the operation of the facility. West Virginia Laboratory Technician Certificate.

Education: College, trade school or management course training. First Aid, CPR training and computer skills also desirable. Requires possession of a valid State of West Virginia driver's license.