



Assistant Director of Wastewater Operations

WW/2

Wastewater

JOB SUMMARY

This position is responsible for supervising the operations of the agency's wastewater treatment plants.

MAJOR DUTIES

- Manages the day-to-day operations of multiple wastewater treatment plants; ensures that plant effluents meet permitted limits; performs calculations and directs operations based on laboratory data and operator measurements. As required, operates wastewater treatment plants to ensure compliance with all state and federal permit requirements.
- Ensures compliance with city, state and federal policies and ordinances, including the Safe Drinking Water Act, the Federal Clean Water Act and National Pollutant Discharge Elimination System requirements.
- Ensures cleanliness of plant facility and grounds.
- Provides plant tours to community and school groups.
- Supervises personnel involved in the operations of treatment plant systems; trains, assigns, schedules, directs, supervises, evaluates and disciplines personnel.
- Assists in the development and implementation of goals, objectives, policies, standard operating procedures and priorities.
- Conducts inspections, reviews operations, prepares and sends reports, reviews improvement plans and develops operating policies and procedures.
- Reviews and implements emergency plans. Responds to after-hours emergencies as needed.
- Inspects plant processes and provides technical advice and assistance on process control problems.
- Approves requisitions for supplies and materials; recommends the purchase of equipment and assists in the development of specifications.
- Develops process control strategies; analyzes operational and laboratory data; initiates control changes to maximize treatment effectiveness.

- Oversees capital improvement of Wastewater Treatment Plant systems.
- Prepares and presents initial budget requests.
- Monitors changes in state treatment standards and regulations.
- Maintains records and prepares reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of wastewater treatment plant principles, operations, and equipment.
- Knowledge of chemistry, mathematics, and biology.
- Knowledge of division and agency policies and procedures, and federal, state, and local laws and regulations.
- Skill in the interpretation of plans, diagrams, and specifications.
- Skill in the operation and maintenance of mechanical and electronic equipment.
- Skill in planning, organization, and decision making.
- Skill in the supervision of personnel.
- Skill in public speaking and public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Wastewater assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include the Safe Drinking Water Act, the Federal Clean Water Act, National Pollutant Discharge Permit requirements, and other local, state and federal regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, and technical duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to supervise the operation of the agency's wastewater treatment plants. Successful performance contributes to the efficiency and effectiveness of plant operations.

and ensures compliance with federal and state regulations.

CONTACTS

- Contacts are typically with representatives of state and federal agencies, vendors, engineering firms, elected and appointed officials, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, at wastewater treatment facilities, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.
- This position is considered essential for emergency response and requires work during named storm events.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Wastewater Operators and Wastewater Trainees, a total of 15 employees. The individual count of Operators and Trainees may change based on current staffing levels.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of a Class 1 Wastewater Operator License in the State of Georgia, or possession of a Class 2 Wastewater Operator License in the State of Georgia and the ability to obtain a Class 1 license within 6 months of employment.