

**Job Description**  
**Wastewater Director**  
**Description of Work**

**Definition-**

**Under the supervision of the Public Works Director, this position ensures the economic and efficient operation of the Waste Water Treatment Plant, Collection System and Industrial Pre-Treatment Program, while meeting State and Federal Environmental Regulations.**

**Essential Functions of the Job -**

*(The following duties are not intended to serve as a comprehensive list of all duties performed and are only a representative summary of the primary duties and responsibilities. Incumbent may be required to perform all duties listed and may be required to perform additional position specific duties.)*

- Plans, directs, coordinates, and controls all aspects of the operation of the Town's wastewater treatment plant, collections system and industrial pretreatment program; supervises the work of all employees engaged in the operation, maintenance and mechanical repair of the plant equipment and facilities, including skilled mechanical repair of plant equipment, facilities, electrical, and instrumental work; supervises laboratory staff who are engaged in the numerous routine tests, including the operation of all laboratory equipment and facilities.
- Develops implements and administers an ongoing aggressive system for preventative maintenance; inspects operations frequently to assure all equipment is operating at top efficiency; assures proper, maintenance and servicing is performed on all machinery and processing system equipment; executes an annual wastewater system maintenance program; ensures proper records of maintenance, preventative maintenance and equipment manuals etc.
- Develops sludge removal program.
- Coordinates and controls the daily operations of the laboratory service unit's ongoing wastewater quality testing program that supports wastewater treatment processes; reviews, monitors and approves "Daily Monitoring Reports" to attest to the accuracy and currency of test data and observes consequence data trend concurrent with process changes made by the treatment plant operator.
- Drafts pretreatment orders and compliance schedules to assure industrial customers adhere to program requirements, identify and select new industrial firms that need to be brought under the pretreatment program.
- Oversees the management and administration of all industrial programs, the interpretation of pretreatment regulations and ordinances, and determines the compliance status of each industry.
- Operates a variety of machinery, equipment and tools associated with department projects, which may include service truck, tamper, chain saw, power saw, hand saw, concrete saw, air compressor, pick axe, sledge hammer, rake, post hole digger, shovel, hand tools, measuring instruments or two way radio.
- Performs general cleaning/maintenance tasks as necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids,

refueling vehicles, performing equipment repairs, greasing equipment, sharpening blades, replacing parts, washing/cleaning equipment, or cleaning shop or work areas ; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

- Follows established safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; monitors traffic conditions surrounding trucks/equipment to identify obstructions, pedestrians, or unsafe traffic conditions; reports incidents, accidents, problems or unusual situations.
- Communicates with supervisor, other departments, employees, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Maintains an awareness of proper safety procedures and guidelines and applies these to daily activities; conducts training classes for staff assuring they are kept current with licensure requirements, state-of-the-art wastewater technology, and changes in processing or EPA/State reporting procedures.
- Environmental sampling and/or assessment, investigation of alleged environmental violations, emergency response, disaster response, etc., with other divisions, departments and/or agencies.
- Improves and creates value in the treatment plant through the efficient and effective use of chemicals and energy; and overall appearance and functionality of facilities.
- Reviews and approves purchase requisitions for materials and equipment; develops bid specifications , evaluates bids, prepares and manages departmental budget, including the Capital Improvement Budget (CIP Plan) for long range goals; assists in evaluating wastewater fees.
- Maintains sufficient inventory of equipment and supplies and establishes inventory controls.
- Prepares, maintains and analyses records and reports, including technical reports as required by the State of Tennessee, Department of Health or the Environmental Protection Agency, correspondence, checklists , work orders; identify and resolve operation issues/problems. Interprets and applies appropriate regulations, codes and safety standards.

### **Required Knowledge and Abilities**

- Ability to determine, calculate, tabulate and/or summarize data. Includes performing subsequent actions in relation to these computational operations.
- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing the essential functions.
- Ability to perform addition and subtraction, counting, recording of counts and basic measuring.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to carry out instructions furnished in written, oral or diagrammatic form, involves semi-routine standardized work with some latitude for independent judgement concerning choices of action.
- Ability to exercise judgement, decisiveness and creativity in situations involving a variety of duties which are often characterized by frequent change.

### **Work Environment -**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, chlorine gas, methane gas, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease or pathogenic substances.
- Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involve some combination of stooping. Kneeling, crouching and crawling, lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).
- Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, depth, texture and visual cues or signals.

### **Qualifications-**

Bachelor's degree with major course concentration in biological Science, Chemistry, Engineering, or a related science field; ten (10) years' experience in wastewater treatment processes with five (5) of the ten years in a supervisory capacity; or any combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

### **Special Requisites -**

Must possess a Class IV Wastewater Treatment Plant Operator's License as issued by the State of Tennessee, Department of Environment and Conservation within two (2) year of employment.