

**TOWN OF WINNSBORO
JOB DESCRIPTION, JANUARY 2022**

**JOB TITLE: DIRECTOR, WASTEWATER TREATMENT PLANT
WASTEWATER DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, is responsible for the daily supervision and management of the wastewater facilities and remote pump stations. Acts as the pretreatment coordinator and inspector. Ensures productivity levels are met and maintained. Ensures regulations, policies, and procedures are met pertaining to safety, cleanliness, etc. Provides direct supervision and guidance to entire staff. Reports to the Director, Gas/Water/ Wastewater.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Is responsible for the overall supervision of the daily operations of the wastewater facilities to include remote pump stations.

Works with engineers on plant and line upgrades and expansion. Works with economic development relative to new customers and line extensions.

Acts as the pretreatment coordinator and inspector. Reviews lab data from both on site lab and commercial lab. Reviews DHEC inspection reports.

Reviews maintenance reports, purchase orders and invoices. Submits orders for parts and supplies for treatment plant and pump stations.

Reviews drawings for parts for equipment, replacements, and line extensions.

Completes plant site paperwork for DHEC reports. Communicates with regulatory agencies.

Handles customer complaints. Return calls to customers, vendors, etc.

Develops, modifies, updates and maintains the proper shift schedules for all operations personnel.

Ensures most efficient performance and highest levels of cleanliness of the facilities through the effective supervision and coordination of efforts on a daily and weekly basis.

Ensures enforcement and adherence to all facility and company safety policies and standard operating procedures.

Performs supervisors duties to include instructing, assigning, and reviewing work of subordinates to maintain standards and coordinate activities. Acts on employees problems. Assists in evaluating the performance of all operations personnel.

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Assists operators as needed in performing various duties in the plant to ensure proper plant operations. Relieves subordinates for vacations, sick leave, etc.

Prepares required reports for the Town Manager and regulatory agencies.

Is directly responsible for coordinating the plant maintenance function and the plant laboratory function as related to facility process control.

Conducts on the job training for new operations personnel in the operation of basic treatment process, equipment, and instrumentation.

Reviews all process control data for accuracy. Reviews all industrial reports for permit violations.

Participates in all process control meetings and is responsible for ensuring effective implementation of all process control directives and strategies.

Maintains thorough and organized operation logs to ensure maximum levels of productivity are maintained by operations personnel and that all operation activities are accomplished within assigned budgetary constraints.

Maintains effective working relationships with the general public plant personnel, Town personnel, and regulatory authorities.

Receives, reviews, and prepares various forms and documents to include DHEC water and wastewater documents, Pretreatment documents, DMR's, NPDES, monthly reports, etc.

Interacts and communicates with various groups and individuals to include customers, supervisors, department heads, management, etc.

Operates related technical equipment to include laboratory equipment, computers, copier, adding machine, piston pump, belt press, plant controls, pick-up truck, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associates' degree or technical/vocational training in the operation of related equipment and in treatment processes with a minimum of five to seven years' experience, some experience at the supervisory or lead level working with pretreatment, treatments, and inspections. Must possess "A" wastewater certification, and "B" P/C certification. Must possess a valid South Carolina Driver's License.

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**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines which includes trucks, laboratory equipment, computers, copier, pumps, etc. Must be able to exert up to one-hundred pounds of force occasionally and/or frequently to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work. Work involves walking, standing, bending, crouching, reaching, etc. for varying periods of time. Must be able to lift and/or carry weights of fifty to one hundred pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants. Includes the receiving of assignments from supervisor.

Language Ability: Requires the ability to read a variety of reports, records and methods and procedures. Requires the ability to prepare reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply principles of rational systems such as water and wastewater treatment in order to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

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PERFORMANCE INDICATORS

Knowledge of Job: Understands the role of Director, Wastewater Treatment in the overall operations of the department. Is very familiar with applicable regulations, rules, policies, and procedures as they effect the daily activities of the department. Has thorough knowledge and expertise in wastewater treatment operations. Has thorough knowledge of industry standards and specifications and has the ability to determine complications in equipment and/or operations. Has good understanding and knowledge of terminology and related specifications. Has thorough knowledge of the responsibilities of individuals directly supervised to ensure timely completion of assignments. Has the ability to effectively communicate with individuals and groups from a wide variety of educational and cultural backgrounds. Is skilled in independent decision making, judgment and discretion as necessary to perform daily routine and non-routine tasks. Is able to read, understand, interpret and/or prepare charts, schedules, reports and related documentation. Has the ability to perform required duties and responsibilities in extreme weather conditions. Is capable of working under potentially dangerous conditions with toxic agents, smoke, dusts, disease, explosives, and electrical currents as required. Has the ability to utilize general mathematical skills. Knows how to estimate time, materials and supplies required to complete various tasks. Knows how to provide instruction and assistance to other employees as necessary. Is able to effectively provide leadership and direction as required to maintain standards of operations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all Town departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and

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recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the general public so as to maintain good will toward the Town and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Emphasizes the importance of maintaining a positive image within the Town. Interfaces effectively with higher management, professionals, customers, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the Town.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with Administration Department to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

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Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.