

POSITION DESCRIPTION

City of Brewer

Class Title: Water Pollution Control Director

Department: Water Pollution Control Facility

Date: June 1, 1998

GENERAL PURPOSE

Performs a variety of skilled, technical, supervisory, financial, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of the City of Brewer municipal 5.19 MGD Activated Sludge wastewater facility, 9.0 MGD storm water bypass, 13 pumping stations, and 7 CSO structures.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager

SUPERVISION EXERCISED:

Exercises close supervision over a staff of 11 operators. Responsible for the supervision of the following:

1-Chief Operator, 1-Maintenance Supervisor, 1-Lab Manager, 1-Pump Station Operator 11, 2-Operator 11 (Dewatering), 2-Operator 11(Nights), 2-Operator 1(Dewatering), 1- Maintenance Mechanic

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates and maintains the wastewater treatment plant(s), and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or Federal regulations.

Plans, schedules and implements construction, maintenance, operation and construction activities designed to provide quality wastewater collection and treatment service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.

Supervises the installation, maintenance and repair of electrical systems for the wastewater collection and treatment system.

Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.

Responsible for collecting information and data required for completion of annual end of the year regulatory reports such as CSO Abatement Report and Biosolids Utilization Report.

Supervises the control and use of, and assumes responsibility for all materials, supplies, and equipment used in the maintenance, construction and repair of wastewater treatment systems and other department facilities.

Administers labor contract for union employees and Personnel Manual for non-union employees. Prepares weekly payroll of plant staff.

Responsible for developing policies and performing training as it relates to plant operation, maintenance, and safety programs.

Stay current and up to date on all Federal and State Wastewater Regulations and assure the City stays in full compliance with all regulations.

Oversee the development, implementation and successful execution of the facility Employee Drug Testing, Sexual Harassment, and safety programs.

Keeps Sewer Use and pretreatment Ordinance current and up to date with changing State and Federal regulations.

Requisitions needed office and safety supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.

Advises supervisor, Attorney, Engineer and other city officials in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding wastewater collection and treatment problems and services.

May, at the discretion of the City Manager, represent the City of Brewer at local, State, and regional wastewater hearings, meetings, and conferences.

Supervises, instructs and assists assigned crews in wastewater collection and treatment activities.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

Assists in motivating and evaluating personnel by acting as a liaison between crew members and other city supervisors.

Analyzes annual operating costs and prepares annual department budget.

Responsible for collection of all pertinent information required to produce quarterly bills for treatment of Eastern Paper's process wastewater.

Assists in the design and installation of new wastewater collection or treatment lines, pumps, plants or related systems and facilities.

Participates in short and long-term planning of capital improvement projects.

Act as a liaison and monitor all Industrial pretreatment users to assure compliance with discharge requirements as it relates to the City's EPA approved Sewer Use and Pretreatment Ordinance, Industrial Pretreatment Program, and all other State and Federal Regulations.

Enforces rules, regulations, policies and procedures relating to the operation of the wastewater utility system.

Responsible for development, implementation, execution, and assisting in all public relation and educational programs performed by the Facility staff such as the Adopt A School Program and Facility Tours.

Responsible for operation, maintenance, monitoring and collection of all pertinent overflow data at the City's 7 CSO structures.

Responsible for compliance with all State and Federal regulations related to CSO Abatement such as Best Management Practices and Nine Minimum Controls.

PERIPHERAL DUTIES

Operates a variety of power construction and maintenance equipment used in the department.

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in environmental science, public health, civil engineering, public administration or a closely related field; and/or
- (B) Five (5) years of supervisory experience relating to the construction, repair, and maintenance of wastewater collection and wastewater treatment systems including the operation of related maintenance equipment, or
- (C) Progressively responsible professional and administrative experience in the operation and maintenance of a Grade 5 activated sludge treatment facility.
- (D) Any equivalent combination of education and/or experience.
- (E) A valid State of Maine Grade V (five) Wastewater Operator license.
- (F) A valid Grade IV Collection System license from the New England Water Environment Association.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems; Considerable knowledge of sewer pipe installation, connection and repair; Considerable knowledge of wastewater treatment plant operation and maintenance.
- (B) Skill in operation of the listed tools and equipment.
- (C) Ability to interpret specific chemical and biological analyses; Ability to guide, direct and motivate employees; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.
- (D) A thorough knowledge of supervisory, operational and maintenance practices and procedures as applied to the operation of a Grade V wastewater facility.
- (E) Extensive knowledge of all financial aspects related to the wastewater field.

SPECIAL REQUIRMENTS

Valid State of Maine Driver's license, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to flames or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Appointing Authority

Effective Date:

