

City of Mount Vernon

Job Description:	Assistant Director of the Wastewater Treatment Plant	Job Number 327
FLSA Status:	Exempt / Classified	Approved 1-11-2023
Reports to:	Director of Public Utilities	

The Assistant Director of the Wastewater Treatment Plant is a senior-level division head and a member of the Director of Utilities executive team. As such the position provides input and advice to the Director on department-wide matters and may be called upon to serve as acting Public Utilities Director in the absence of the Director. The Assistant Director of the Wastewater Treatment Plant will be encouraged and supported in career development, including the gaining of class IV Wastewater Works certification and leadership and management training.

Under the general direction of the Public Utilities Director, the essential purpose of the Assistant Director of the WWTP is to lead a team to efficiently and effectively manage the wastewater division in accordance with industry standards-of-care and best management practices meeting all applicable local, state and federal regulatory requirements including but not limited to the City’s NPDES permit as well as OSHA, FLSA, and FEMA requirements relating to the operation and maintenance of the system.

Essential Functions:

1. Ensures the safe, efficient, and effective operation and maintenance of the City’s wastewater division in accordance with NPDES permit requirements serving as the operator-in-responsible-charge (ORC) of the wastewater treatment plant.
2. Ensures that wastewater facilities are inspected on a regular basis, unit processes are optimized, and operational problems are remedied based on sound technical principles and collaborative interaction with staff. Presents monthly process control and budget reports to senior staff.
3. Prepares and submits OEPA monthly operational reports and other reports including but not limited to the annual sanitary sewer overflow, sewage sludge disposal, fats, oils and grease, and pretreatment reports.
4. Coaches and supervises the wastewater treatment plant operators and maintenance technicians by preparing schedules and planning work as well as developing staff through cross-training, licensure, professional organization membership, and constructive evaluation.
5. Provides regulatory oversight and support to Assistant Director of Distribution and Collection.
6. Ensures the safety of the division by overseeing a division safety team, monthly safety inspections, developing and providing appropriate safety training, and developing and implementing appropriate safety policies and procedures.
7. Manages the wastewater division budget through preparing purchase orders, managing inventory control and preparing bi-weekly payroll, monthly budget reports, and various other records and reports.
8. Oversees the laboratory function of the division ensuring that the O&M Techs are trained in laboratory techniques, and that QA/QC and standard operating procedures are up to date and in

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accordance with OEPA requirements and industry best practices. Works with the O&M team to analyze lab results and make appropriate adjustments to optimize process control.

9. Oversees the industrial pretreatment and FOG program functions of the division, scheduling inspections and sampling of the City's industries and restaurants, ensuring all local limits and regulatory requirements for program users are met.

10. Ensures that the City's asset management system being leveraged in the division provides for a proactive, life-cycle maintenance management program that identifies equipment modification, repair, and replacement needs and priorities.

11. Serves as incident commander in division emergencies and responds as needed in City-wide emergency conditions.

12. Other duties as needed.

Required Knowledge, Skills and Abilities:

- Effectively manage teams in a collaborative approach
 - Apply the principles of mathematics, physics, chemistry and biology principles to and solve problems relating to wastewater treatment
 - Read and write technical reports and prepare technical presentations
 - Use industry standard computer software and hardware
 - Implement industry standards and best management practices associated with the management of the division
 - Motivating, developing, and directing a team to evaluate problems, develop alternative solutions, and implement the best solution.
 - Wastewater process control and operation of SCADA systems.
 - Costs-benefit analysis of unit process equipment and/or services
 - Observe or monitor data, machinery, and equipment to determine compliance with prescribed operating or safety standards.
 - Work with and around chemicals and potentially hazardous materials using personal protective equipment.
 - Apply general rules to specific problems to produce answers that make sense.
 - Communicate effectively orally and in writing as appropriate for the needs of the audience
 - Work cooperatively with other City employees.
 - Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
- City of Mount Vernon Wastewater Superintendent
- Perform the physical requirements of the job including standing, climbing stairs, walking, bending, stooping, lifting and carrying over 50 pounds, manipulating small objects, and keyboarding.

Education, Training and Experience:

- A valid Class III OEPA Wastewater Works certification is desired, or a Class II OEPA Wastewater Works certification with the ability to obtain Class III certification within six months.
- A minimum of five years of progressive experience in wastewater plant operations and management is required
- A college education in a STEM field is desired



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Job Setting: The duties of this position will be performed within and around the wastewater plant and collection system. While the operations center is environmentally controlled. Conditions in the plant may include the following: hot, cold, wet, dry, odorous, noisy, dirty, and greasy. The incumbent may work alone, around others, under stress, under minimal supervision, and under deadlines.

Career Progression	
From: Assistant Director of the WWTP	To: Director of Public Utilities

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.