

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 operations certification, cross training and certification in water operations, and leadership and management training.

Under the general direction of the Public Utilities Director, the essential purpose of the Assistant Director of the Wastewater Treatment Plant 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.

The position is in responsible-charge of the wastewater treatment plant and collection system including regulatory compliance, safety, laboratory, and pretreatment functions. The day-to-day collection system activities are to be scheduled and dispatched by the Utility Administration Manager and directed by the collection systems crew chief.

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 and collection systems.
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 staff consisting of nine treatment plant operation 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 coaching of the collection system staff including the collection systems crew chief and four utility technicians including developing staff through cross-training, licensure, professional organization membership, and constructive evaluation. The management of the collection systems is supported by

the Utility Administration Manager who is responsible for the day-to-day planning, scheduling, and dispatching functions.

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 payroll reports, 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 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 function of the division, scheduling inspections and sampling of the City's three industries ensuring all local limits and regulatory requirements for industrial 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.

- 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 operations certification is required
- A minimum of five years of progressive experience in wastewater plant operations is required
- A college education in a STEM field is desired

Job Setting: The duties of this position will be performed within and around a wastewater plant. 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: O&M Tech III	To: Public Utilities Director

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.