

## **ASSISTANT DIRECTOR OF WASTEWATER SYSTEM**

**GENERAL DESCRIPTION:** Performs difficult technical work planning and supervising the operation of the wastewater treatment plant, lift stations, collection system, and industrial pretreatment program. This position is responsible for technical and supervisory work in directing the operations and activities of the wastewater department. The work involves responsibility for directing and participating in the activities of the collection system, pumping stations, and treatment plant on an around-the-clock basis. The employee in this class exercises considerable independent judgment in scheduling and directing departmental activities. Supervision is exercised through subordinate personnel over a staff of Wastewater Plant and Collection System Operators, Laboratory, Maintenance, Construction, and other personnel. The work is performed under the direct supervision of the Director, who reviews work through conferences, evaluation of reports, and results obtained.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Plans, schedules, and directs the operation and maintenance of the wastewater treatment plant and collection system;
- Formulates operating policies and procedures, and sees that they are adhered to by personnel;
- Directs chemical and bacteriological examinations of sewage at various stages of treatment;
- Prepares chemicals required in the operation of the laboratory;
- Investigates and takes appropriate action to dispose of complaints;
- Makes and installs recommendations for improving the system and operations;
- Confers with engineers and others regarding the efficiency and economy of plant and system operation;
- Advises and assists in the design and installation of pumps, machinery, and other equipment;
- Completes monthly, quarterly, annual, and other monitoring reports;
- Prepares requisitions for supplies and materials, and approves invoices for them after they have been received;
- Evaluates the work and performance of subordinates;
- Must operate and maintain wastewater plant and collection system in accordance with NPDES permit requirements and standard operating procedures;
- Must administer the implementation and compliance of the industrial pretreatment program;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the processes involved in the treatment of sewage; thorough knowledge of the functions and mechanics of wastewater treatment plant machinery and equipment, and of its servicing and maintenance requirements; thorough knowledge of the physical, chemical and bacteriological processes involved in sewage treatment; some knowledge of engineering principles as applied to large-scale sewage treatment operations; ability to plan, supervise, schedule and direct the work of subordinate Wastewater Plant and Collection System Operators, Lab Technician, Maintenance Technician, Construction, and other personnel; ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems; ability to establish and maintain effective working relationships with Town officials, employees and the general public; ability to diagnose and alleviate plant and system operating, maintenance and water pollution control problems.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED. Completion of an associate's degree in Environmental Science or related field supplemented by the completion of approved course work in wastewater treatment and considerable experience in the operation and maintenance of wastewater treatment equipment, including experience at the level of Wastewater Plant Operator IV and Wastewater Collection II issued by the State of Tennessee; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Employees in this class must possess a valid Tennessee Commercial Driver's License.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. An Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS :**

**Physical Requirements:** Task is essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve

extended periods of time at a keyboard. Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 lbs.); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Environmental Requirements:** Task may require infrequent exposure to adverse environmental conditions. Task may involve exposure to noise, hazards, and chemicals. Worker may be required to wear self-contained breathing apparatus.

**Sensory Requirements:** Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Position Classification: 3**  
**Exempt**  
**April 12, 2010**