

RESOLUTION 11-119

Village of Elk Rapids Job Description

POSITION: WASTEWATER TREATMENT PLANT LEAD OPERATOR

Supervised By: Department of Public Works Superintendent
Supervises: Wastewater Treatment Plant Personnel
Member: Village of Elk Rapids Employees Association (DPW Union)
Wage: Hourly

General Summary:

Manages the overall operation and maintenance of a Class C wastewater treatment plant and sewage pump stations under the general supervision of the Department of Public Works Superintendent. Ensures compliance with local, State, and Federal regulations governing wastewater treatment.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the essential functions listed below. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Ensures compliance with EPA and MDEQ permit (NPDES); monitors requirements and effluent limitations according to general permit and certificate coverage. Meets, communicates, and corresponds with EPA, MDEQ, OSHA, MIOSHA, and Department of Public Health officials.
- Supervises and coordinates the activities of all regular and seasonal personnel. Provides regular instruction, training, and evaluation.
- Supervises and participates in daily lab analyses conducted to ensure compliance with State and Federal requirements. Based on lab results, meter readings and solids inventory, makes plant flow and control adjustments. Supervises quality assurance/quality control program including EPA sample analysis.
- Supervises and performs preventive maintenance on plant and pump station facilities, equipment, machinery, buildings, and grounds; supervises and coordinates repair, replacement, and refurbishing of facilities and equipment. Operates, maintains, repairs, and trains others on the use of all plant equipment.
- Completes required daily and monthly state reports and computer forms for EPA and MDEQ. Compiles and presents various reports to the Department of Public Works Superintendent as requested. Helps develop wastewater treatment plant policies as directed.

- Helps prepare annual budget, ensures adherence to the budget and budget process, and proposes rate adjustments and capital improvements. Meets with EPA and MDEQ audit officers.
- Helps to develop and administer the land application program for disposal of digested wastewater sludge (PERM). Prepares annual report and monitoring requirements to EPA and MDEQ, including soil tests, sludge tests, metal accumulations, and application rates.

Additional Job Functions:

- Creates and maintains an emergency response program for the wastewater treatment plant and all pump stations. Operates and maintains emergency generator; trains staff on operation and procedure. Makes critical decisions in normal and emergency situations.
- Assists in preparation of grant proposals and consults with granting agencies, engineers, and contractors in securing and administering grants.
- Requisitions and orders supplies, chemicals, machinery, parts, and equipment; maintains inventory.
- Available 24 hours per day in case of emergency, on an on-call basis.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include, as a minimum, a high school diploma. A Bachelors degree in environmental science or related field is desired. Equivalent experience and/or training in the wastewater treatment field are acceptable.
- Experience requirements include five or more years in wastewater treatment, including supervisory and administrative duties.
- An MDEQ Class C wastewater license is required, along with a valid driver's license.
- Thorough knowledge of current public health guidelines, government regulations, and professional standards for wastewater treatment plant management, including requirements of the EPA, MDEQ, OSHA, MIOSHA, and Department of Public Health.
- Thorough knowledge of wastewater treatment plant maintenance and repair, including buildings, facilities, and equipment.
- Considerable knowledge of bacteriology, chemistry, and laboratory testing procedures as related to wastewater treatment.
- Good knowledge of public administration practices related to personnel and operations

management, budgeting, reporting, and purchasing.

- Skill in the operation, supervision, repair, and maintenance of wastewater treatment plant and pump station facilities and equipment.
- Skill in the use of chemicals and plant equipment to properly treat wastewater and sewage.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, Village officials, representatives of other governmental units, private contractors, vendors, and the public.
- Ability to work effectively under stress, with changes in work priorities, and in emergency situations.
- Ability to read and analyze technical reports and laboratory results, maintain accurate records, and prepare and present reports or recommendations to others.
- Ability to train others in the operation, repair, and maintenance of wastewater treatment plant and pump station facilities and equipment.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 stand; walk; use hands to finger, handle, or feel and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is required to sit. The employee must regularly lift and/or move objects of heavy weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, risk of electrical shock, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment can range from moderate to very loud.