

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: July 2008
REVISED: October 2018

JOB TITLE: Director of Treatment Operations

DEPARTMENT: Treatment Operations

FLSA: Exempt

REPORTS TO: Executive Director

Category: Essential

SUPERVISES: Treatment Operations Superintendent, Lab & Compliance Manager, Office Technician, Instrumentation and Controls Manager and Facility Maintenance Supervisor

SUMMARY OF RESPONSIBILITIES

Manages the Treatment Operations department. Management responsibilities include personnel, plants, and equipment used to collect, treat, and dispose of waterborne domestic and industrial waste, including maintenance of all ACSA facilities, instrumentation and controls. Responsible for treating and disinfecting drinking water supplies safely, efficiently and in accordance with specified procedures, quality standards, and budgets. Responsible for preparation of management reports for planning, budgeting and operational analysis.

ESSENTIAL JOB FUNCTIONS

1. Supervise Treatment Operations Superintendent, Laboratory & Compliance Manager, Instrumentation and Controls Manager, Facility Maintenance Supervisor, and Office Technician. Provide leadership to achieve goals for the Treatment Operations Department as developed by this position. Plan and prioritize work assignments, conduct performance evaluations, reward and discipline subordinate employees in a timely manner in accordance with Service Authority policies.
2. Direct the planning and operations for three advanced wastewater treatment facilities and six smaller facilities; as well as all water treatment facilities. Review plans and specifications and assist with the management of construction on capital projects at treatment facilities. Develop staffing needs and insure that appropriate training and reviews are provided. Establish Standards of Operation to maintain the highest quality of operational performance. Maintain a plan to achieve compliance with all regulatory requirements.
3. Prepare the annual departmental operating budget coordinate equipment purchases and repairs with vendors, establish and maintain procedures and control in order to manage the department within budget guidelines. Analyze periodic reports to compare actual results with the budget and take corrective action when indicated.

- Coordinate all resources, develop and maintain an energy management program to provide cost-effective operations.
4. Develop long range plans to ensure compliance with changing regulations to ensure sufficient capacity to meet future needs.
 5. Communicate and coordinate activities with regulatory agencies regarding operational and compliance issues.
 6. Direct the operations of the instrumentation and controls and maintenance groups and maintenance activities of the water and wastewater departments.
 7. Co-ordinate maintenance activities with the Service Authority Maintenance Supervisor.
 8. Establish an effective safety program and ensure compliance with safety regulations.
 9. Initiate programs that lead to improvement of product quality, decreased effluent pollutants, lower costs, and overall efficiency. Ensure compliance with applicable laws and regulations issued by the Occupational Safety and Health Act (OSHA), Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), Department of Transportation (DOT), Virginia Department of Health (VDH) and other federal, state, and local regulatory agencies.
 10. Direct the daily operation of all water booster stations and sewer pump stations. Insure that proper operation and maintenance is performed to meet system needs and maintain regulatory compliance.
 11. Collect, interpret, act on, and disseminate operational information, including the Supervisory Control and Data Acquisition (SCADA) system. Prepare monthly operational summary reports as requested. Maintain operational and maintenance manuals for all facilities according to approved format.
 12. Oversees and responsible for Sara Title III, and SDS programs. Works with the Safety Manager to maintain SPCC plan.
 13. Establish training goals for operators and facility maintenance employees to ensure training objectives are met. Develop and encourage personnel to identify new ideas or procedures to achieve higher levels of wastewater treatment efficiency.
 14. Input information to a personal computer, write reports, prepare worksheets and maintain accurate and timely records.
 15. Assure that all facilities, work areas, equipment, and grounds are maintained in a clean and orderly manner.

WORKING CONDITIONS

1. Performs work in a typical office environment (50% of time) and works in outside weather conditions (50% of time).
2. Subject to contact with liquid water, wastewater and vapors, confined space, electricity, hazardous materials, and blood borne pathogens while performing duties. Occasional exposure to dust, fumes, noise, extreme heat/cold, uneven terrain, and heights.
3. Frequent sitting, standing, repetitive movements, and driving a motor vehicle. Occasional exposure to walking, lifting (up 50 pounds without assistance), carrying (up to 50 pounds without assistance), pushing, pulling, twisting, climbing, stooping/bending, kneeling, reaching, crawling, and grasping.

4. Required to work irregular schedules on an as needed basis, which includes night duty, weekends, and holidays. Subject to call-in for emergency assignments.
5. Must be accessible by phone.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. This position is considered a safety sensitive position and is subject to random drug and alcohol testing.

KNOWLEDGE AND SKILLS

1. Bachelor's degree in science, engineering, or equivalent from an accredited college or university; at least ten (10) years of experience in water and wastewater operations including five (5) years in a supervisory capacity; or an equivalent combination of training, education, and experience.
2. Class I Wastewater Treatment Plant Operator's License and a Class "3" Public Water Supply Operator Certificate is highly preferred.
3. Ability to communicate both verbally and written in English to understand directions and procedures.
4. Must have thorough knowledge of water and wastewater treatment principles and operations, related regulatory requirements (Virginia Department of Health, Department of Environmental Quality, Occupational Safety and Health Act, Hazardous Materials, etc.) computer systems, technical report writing; possess significant mechanical, hydraulic, instrumentation, and electrical knowledge; ,
5. Ability to perform several complex tasks at the same time.
6. Must exhibit a positive attitude to effectively deal with the public, regulatory staff, consulting engineers, contractors, vendors, agency officials, and co-workers.
7. Must possess a valid Virginia Driver's License.

EQUIPMENT OPERATED

Computer, cellular device, motor vehicle, and all treatment facility equipment.

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations for confined space, trenching, lock out tag out, fall protection, working with asbestos, driving equipment, hazard communication, slips, trips, and falls, and any other safety hazard related to your position. Must wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts etc.)
2. May not operate any equipment without prior training.
3. Must attend all safety meetings.
4. Responsible for safety of employees.

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____