



## TOWN OF TAPPAHANNOCK

### Job Description

**JOB TITLE:** DIRECTOR, WASTEWATER PLANT  
**GRADE LEVEL:** 15  
**FLSA:** Nonexempt  
**DEPARTMENT:** Water and Sewer  
**EFFECTIVE DATE:** July 2022

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#### **MAJOR PURPOSE:**

Under direction of the Town Manager, manages and oversees the operation, maintenance, and administration of a .8 MGD state-of-the-art Wastewater Treatment Plant utilizing biological nutrient removal, membrane filtration, carbon absorption, and ultra-violet disinfection treatment to protect receiving water sources. Ensures proper operation and regulation of facilities to achieve required water quality. Supervises staff who maintain and operate all equipment and processes for the wastewater treatment plant and maintain the facility and grounds. Acts as Operator-in-Charge.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plans, Coordinates, and Directs all wastewater plant activities and operations.
- Conducts or supervises daily standardized physical, and microbiological tests in a state certified microbiology lab, and performs necessary record keeping and reporting.
- Prepares all weekly, monthly, and yearly reports for Wastewater regulatory agencies as required.
- Ensures all permits required to keep the plant in compliance with applicable laws/regulations are completed and submitted on schedule.
- Monitors or supervises the operation of equipment/processes such as pumps, metering devices, electric control panels, bio-solids dewatering, chemical feed systems and gas compressors.
- Conducts or supervises preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control and Data Acquisition (SCADA) systems.
- Ensures adequate supervision, staffing, training, and development of staff in the division; completes performance evaluations and recommends appropriate corrective and disciplinary actions in accordance with personnel policy.
- Operates and regulates facilities to achieve required effluent water quality.
- Manually handles chemicals for wastewater treatment.
- Maintains laboratory equipment and cleans all apparatus.
- Obtains, secures, and monitors pricing on materials and goods, ensures upkeep of inventory.
- Orders all chemical, materials and other supplies needed to run the plant.
- Maintains a comprehensive, current knowledge of applicable laws/regulations.
- Maintains an awareness of new trends and advances in the profession.
- Prepares budget estimates and directs the expenditure of all departmental funds.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Considerable knowledge of the proper operation and maintenance of an a .8 MGD state-of-the-art Wastewater Treatment Plant.
- Knowledge of the properly handle chemicals for wastewater treatment.
- Knowledge of the operation of equipment/processes such as pumps, metering devices, electric control panel bio-solids dewatering, chemical feed systems and gas compressors.
- Ability to achieve required water quality.
- Ability to supervise the upkeep and maintenance of the plant facilities and grounds.
- Ability to conduct inspections and investigations to ensure compliance with laws and regulations.
- Ability to prepare and maintain inspection and investigation logs and reports.
- Ability to use and maintain testing and plant equipment.
- Ability to use and interpret data from the Supervisory Control and Date Acquisition (SCADA) systems.
- Ability to use Microsoft Word, Excel, and Outlook.
- Ability to complete and submit online reports to Wastewater regulatory agencies.
- Ability to express ideas clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

- Any combination of education, experience, and training equivalent to graduation from high school, plus Possession of a Class II Wastewater Operator’s License in the Commonwealth of Virginia and two years of supervisory experience in wastewater plant operations.
- Experience with the Supervisory Control and Data Acquisition (SCADA) systems.

**PREFERRED QUALIFICATIONS:**

- Class I Wastewater Operator’s License in the Commonwealth of Virginia.

**REQUIRED LICENSES/CERTIFICATES:**

- Must possess either a Class II or Class I Wastewater Operator’s License in the Commonwealth of Virginia upon date of hire
- Possession of a valid Virginia Driver’s License

**WORKING CONDITIONS:**

- Work shifts may fluctuate as needs arise and will include day, evening, weekend, and holiday shifts.
- Work is both indoors and outdoors and may be exposed to noisy machinery, unpleasant odors, and potential hazards such as slippery walkways and dangerous gases.
- Involves considerable risks which require the use of strict safety precautions and procedures and/or use of specialized equipment.
- Able to climb, reach, and stoop. Physically active and out in the field
- Subject to call-in 24 hours a day when emergencies occur.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_