



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Assistant Operations Superintendent	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD)	Position Type:	Full Time
Typical Work Schedule:	Varies	Pay Range:	
Contact Information:	740/833-2120	FLSA:	Exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Individual assists Operations Superintendent in the overall operations and maintenance of all DCRSD wastewater treatment facilities and appurtenances. Individual reports to the Operations Superintendent.

Job Standards

Bachelor's degree in civil engineering, chemistry, biology or related field; or high school diploma or equivalent, combined with a minimum of seven (7) years experience in the wastewater field required.

Must have an Ohio EPA Certified Class III Wastewater Operator Certificate. A minimum of three (3) years Wastewater Plant Management experience preferred combined with a demonstrated ability to effectively manage and lead subordinate personnel.

Employee must have a valid Ohio Driver's License, Commercial Driver's License class B with necessary endorsements or ability to obtain class B with necessary endorsements within 12 months, and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times, including insurability

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All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Assists the Operations Superintendent in the overall operations and maintenance of the DCRSD;
- Manages the DCRSD Industrial Pre-Treatment Program;
- Provides recommendations for and prepares new policies for the pretreatment and laboratory programs;
- Prepares required monitoring reports of the Pretreatment Program to the Ohio EPA and the Operations Superintendent;
- Identifies industrial and commercial facilities that may be subject to the rules and regulations as defined in 40 CFR. OAC 3745-3 and Delaware County Sewer Use Resolution;
- Reviews and interprets all pretreatment regulations, including DCRSD NPDES permits to insure the program is in compliance with the current laws and regulations;
- Prepares guidelines for tracking major shock or toxic loads that have been received at the treatment facility;
- Serves on the DCRSD's Joint Health and Safety Committee and assist with the administration of safety policies and procedures;
- Prepares daily, weekly, monthly and annual reports as required by the Operations Superintendent and the Ohio Environment Protection Agency including, but not limited to, the daily operator of record log, project task lists, monthly e-DMR, annual SSO reports, and annual sludge reports, NPDES permit renewals, and effectively corresponds with the Ohio EPA on the annual compliance inspection reports and other correspondence as required;
- Demonstrates a comprehensive and professional knowledge of wastewater treatment; governmental policies and procedures; and federal, state and local environmental and safety rules and regulations;
- Projects and recommends annual budget;
- Develops, implements, and evaluates, in conjunction with the Operations Superintendent, policies and regulations for the operation of County wastewater treatment facilities;
- Plans long and short term goals for facilities and determines priorities of goals;
- Consistently recommends, administers and enforces rules, regulations and department policies;
- Supports water reclamation programs by working with local agencies, attending meetings, conferences, workshops and performing a variety of public relations duties;
- Reviews current literature and attends seminars and conferences to keep up-to-date on developments in the field of wastewater treatment;



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ESSENTIAL JOB FUNCTIONS:

- Directs the preparation of technical studies and reports, such as unit optimization reports; coordinates with the Operations Superintendent, Director, and engineering staff on the design and planning of treatment facility modifications and expansion;
- Supervises staff by assigning work, planning and estimating project completion, monitoring performance, training employees, assessing personnel situations;
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs all related non-essential functions as required.

SKILLS AND KNOWLEDGE:

Equipment:

- Individual operates computer, related applications and other equipment necessary to perform duties.
- Individual must be able to operate or be familiar with all equipment associated with the district.
- Individual occasionally uses rubber gloves and eye protection for safety purposes.
- Ability to use a motor vehicle is required.

Critical Skills/Expertise:

- Ability to distinguish the different locations of each facility in the DCRSD and to follow a proper time management plan to ensure that all assigned work is completed in a timely manner;
- Thorough knowledge of federal, state and local rules and regulations concerning water and wastewater issues;
- Thorough knowledge of the principles, equipment and procedures of wastewater treatment and related disciplines;
- Ability to use personal computers, Microsoft Office, and other computer software that may be used by the department;
- Knowledge of management principles;
- Thorough knowledge of principles, practices and methods of wastewater treatment chemistry and biology soil science, and processes;
- Thorough knowledge of OSHA safety practices and procedures;
- Thorough knowledge of wastewater treatment chemicals and associated SDS;
- Ability to communicate effectively, both orally and in writing;
- Ability to organize and direct operations;
- Working knowledge of the fundamentals of interviewing and recruitment;
- Ability to define problems and initiate corrective action;
- Ability to perform mathematical calculations;
- Ability to effectively manage, supervise and lead subordinate personnel;
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Thorough knowledge of federal and Ohio EPA regulations;
- Thorough knowledge of budgeting fundamentals;
- Ability to determine facts and draw valid conclusions;
- Thorough knowledge and ability to use computer programs such as Microsoft Word, Excel, Access, and Outlook;
- Thorough knowledge, adherence to follow and ensure compliance with safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. RESPONSIBILITY:

Individual is given general direction in following established practices and policies. Assistant Operations Superintendent provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors in work may not be detected and can cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.



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Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.

III. PHYSICAL EFFORT:

Physical Requirements: Individual performs heavy work, which may require the lifting of up to one hundred (100) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, reaching, climbing, balancing, stooping, crouching, crawling, standing, pushing, pulling, lifting, grasping, feeling, and walking.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

IV. WORKING CONDITIONS:

Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, oil, chemicals, and physical hazards. Individual may be exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

V. PERSONAL WORK RELATIONSHIPS:

Individual has contact with co-workers, employees in the department, and the general public. Individual may communicate with the public. Individual is responsible for maintaining a positive working relationship with managers, co-workers, subcontractors, and other departmental personnel.

SUPERVISORY AND MANAGERIAL FUNCTION:

Span of Control: Individual assists the Operations Superintendent in supervising the following managers and their subordinates:

- Operations Manager
- Operations Manager IV
- Collection System Manager
- Maintenance Manager

Supervisory Functions:

Planning: Individual assists the Operations Superintendent in planning short and long term goals for the DCRSD.

Organizing: Individual assists the operational organization of the DCRSD.

Budgeting: Individual assists in the preparation of the DCRSD's annual budget for submittal to the Director.

Directing: Individual directs overall system operation through assignments to subordinate supervisors or directly to employees; and daily activities in the Superintendent's absence.

Counseling and Discipline: Individual disciplines and counsels employees regarding Delaware County rules and regulations. Individual interprets collective bargaining agreement.

Appraising Performance: Individual reviews employees regularly.

Other Personnel Functions: Individual interviews, evaluates, selects or recommends individuals for hire. Individual approves all leave requests in the Superintendent's absence. Individual determines training needs of employees for employee development.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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PCN#:
Job Code:
Wage:
FLSA Status: Exempt
Civil Service Class: Classified
Adopted by Resolution: 3-10-14