



**DELAWARE COUNTY BOARD OF COMMISSIONERS**

AN EQUAL OPPORTUNITY EMPLOYER

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

**Objectives**

Individual is responsible for managing the operation of a regional wastewater treatment facility or multiple package plants within the DCRSD. Individual reports to the Operations Superintendent.

**Job Standards**

Bachelor's degree in chemistry, biology or related field; or high school diploma or equivalent, combined with a minimum of five years' experience in the wastewater field; or nine years of directly relevant work experience.

Manager must possess an Ohio EPA Class III Wastewater Operator certificate.

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.

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

**Job Description**

**ESSENTIAL JOB FUNCTIONS:**

- Demonstrates regular and predictable attendance;
- May be required to be the Ohio EPA Operator of Record of a Class III or Class IV facility;
- Supervises and ensures the efficient operation of a wastewater treatment facility;
- Supervises staff involved with the wastewater treatment programs including, but not limited to, assigning work, planning, monitoring performance (including safety practices) and training employees;
- Analyzes and makes necessary operational changes to insure efficient operation of the wastewater treatment facility;
- Inspects and requests necessary maintenance requirements for scheduling, enters work orders on maintenance program, helps prioritize maintenance needs for facility, monitors progress of work orders;
- Supervises laboratory within the wastewater treatment facility;
- Establishes, maintains, and performs training for a laboratory chemical hygiene plan and overall laboratory safety as required by Local, State and Federal regulations;
- Establishes water reclamation laboratory quality control/quality assurance within Ohio EPA requirements;
- Attends meetings and assists in annual inspections to industrial and commercial accounts as required by the Operations Superintendent;
- Manages the DCRSD biosolids conveyance and hauling program including both land application and land filling processes. Secures approved land application sites through application to the Ohio EPA and the transfer and disposal of biosolids to landfill;
- Prepares daily, weekly, monthly and annual reports as required by the Operations Superintendent and the Ohio EPA including, but not limited to, the daily operator of record log, project task lists, monthly e-DMR, annual SSO reports, annual sludge reports, NPDES permit renewals, and effectively corresponds with the Ohio EPA on the annual compliance inspection reports and other correspondence as required;
- Coordinates the procurement of various products and services required by the DCRSD including the preparation of bid specifications, evaluation, product performance testing, contract preparation and recommendation for the selection of the best bidder to the Operations Superintendent;
- Plans, schedules, organizes and supervises the work of the facility personnel, including time and attendance scheduling, authorizing overtime and sick, compensatory or vacation leave;
- Assigns work, plans work schedule, monitors and trains employees;
- Conducts inspections and maintains assigned work areas, as required;



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

- Maintains a complete inventory of all department tools and equipment;
- Consistently administers and enforces rules, regulations and department policies;
- Serves on the DCRSD's Joint Health and Safety Committee and assists with the administration of safety policies and procedures;
- Prepares preliminary budgets for operation and maintenance of the department;
- Monitors the department's budget and makes necessary adjustments throughout the fiscal year;
- Reviews and recommends staffing, scheduling and equipment needs to Operations Superintendent;
- Approves bi-weekly payroll for subordinate employees;
- In conjunction with the Operations Superintendent and Human Resources, prepares responses to grievances per the Collective Bargaining Agreement;
- Performs any related essential functions as required;
- Other duties as assigned.

### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs any 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 all equipment associated with the treatment plant.
- Individual occasionally uses rubber gloves and eye protection for safety purposes.
- Ability to use a motor vehicle is required.

#### **Critical Skills/Expertise:**

- Thorough knowledge of principles, practices and methods of wastewater treatment, chemistry and biology;
- 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 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;
- 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;
- Knowledge of federal and state EPA regulations;
- 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.

### **RESPONSIBILITY:**

Individual is given general direction in following established practices and policies. Manager 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. Errors may cause minor to gross pollution of the receiving stream, resulting in possible human health concerns, ecological damage, and fines.



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**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.

**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.

**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 supervises the following subordinates:

- Lead Operator
- Regional Wastewater Facility Operators
- Custodian
- Chemists
- Truck Driver
- Building and Grounds Technician

**Supervisory Functions:**

**Planning:** Individual plans short and long term goals of operations to achieve goals.

**Organizing:** Individual coordinates maintenance projects with managers to achieve project goals.

**Budgeting:** Individual prepares recommendations budget for operations of facility.

**Instructing:** Individual instructs subordinates in proper operations, sampling techniques, also maintenance for the specific facility.

**Training:** Individual ensures proper training for each subordinate in the proper duties and techniques for the facility.

**Counseling and Discipline:** Individual disciplines and counsels employees within the rules and regulations of Delaware County and within the collective bargaining agreement.

**Other Personnel Functions:** Individual approves subordinates leave requests, helps interview new employees, and evaluates subordinates' performance.

**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