

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Wastewater - Operations Manager

Department: Public Works

Appointing Authority: Public Works Director
with ratification by Town Administrator as
delegated by WWMDC

Affiliation: AFSCME 1

Grade: G-7B

Personnel Board Approved: May 8, 2018

Summary of Duties

The Operations Manager is primarily responsible for the proper operation and maintenance of the Town of Wayland's wastewater treatment plants, located at the Town Center and High School, as well as of the wastewater collection and conveyance infrastructure located within Town. Ensures plants and systems are in compliance with the Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) permit as well as Massachusetts Department of Environmental Protection (MassDEP) Groundwater Discharge Permit and ensures the day-to-day functions of the systems occur in an efficient and effective manner. The Operations Manager is required to perform supervisory, professional, and specialized technical work relating to the administration, operation, installation, maintenance, repair and testing of the WWTP'S equipment and processes, and all other related work as required.

Supervision

The Operations Manager works under the general direction of the Director of Public Works. The Operations Manager is required to use sound judgment and function independently in the management and administration of the WWTP'S, wastewater pumping stations, chemical storage and application, SCADA (Supervisory Control and Data Acquisition) system and all associated operations to ensure the proper function of the WWTP'S. The Operations Manager supervises all other employees employed at the WWTP'S, as well as Town contracted service companies and their personnel, and ensures the continued and reliable operation and maintenance of the WWTP'S. The Operations Manager is expected to monitor the work of other employees and to make adjustments to ensure the proper operation of the WWTP'S.

Job Environment

The work done by the Operations Manager is generally performed within the WWTP'S facilities located at the Town Center and at the High School. This position will also manage the ancillary lift stations and Town wastewater collection and conveyance infrastructure. The working environment includes administrative (office), controlled laboratory, interior shop and process, outside tank and manhole structures, and other related facility and infrastructure areas. There are areas which contain hazards including exposure to excessive noise, pathogens, general construction environments, confined spaces, hazardous atmospheric conditions, fumes or airborne particles, oils, solvents, hazardous chemicals, mechanical crushing, trips and falls, and the potential for electrical shock. A portion of the work is performed outdoors under all weather conditions. The Operations Manager will operate a variety of equipment including but not limited to blowers, compressors, pumps, electrical systems, control systems, laboratory equipment, sand filters, sludge collectors, sludge thickening equipment, fine-bubbler diffusers, automatic bar screens, back-up power generation systems, ultraviolet disinfection equipment and other specialized equipment related to the operation of a wastewater treatment plant and its associated facilities. The Operations Manager will also operate light trucks, forklifts and automobiles as well as standard office equipment.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs process control, oversees sludge processing and laboratory work, required to perform the duties of other WWTP'S personnel, including the maintenance of mechanical equipment and laboratory duties.

Conducts visual inspections of the WWTP'S and equipment, performing daily walk-throughs and maintaining records, checklists and logbooks regarding the operation of critical equipment and supply inventory.

Maintains records in conformance with Massachusetts Department of Environmental Protection (MassDEP) and EPA requirements.

Monitors the WWTP'S and responds to alarms from the WWTP'S and ancillary outstation telecommunication systems or as requested to support other WWTP'S personnel as needed.

Performs the duties of the other WWTP or contract service staff, as needed, in an emergency situation.

Makes regular contact with vendors, regulatory personnel, engineering consultants, DPW Divisions, Facilities Department, industries which discharge pollutants to the WWTP'S, and the general public.

Attends and make presentations to Town Board and Committee meetings generally held at night.

Performs and manages any emergency response associated with system failures, breakdowns or other system repairs. Errors and omissions as a result of the actions of the Operations Manager may result in delay or loss of service, legal ramifications, damage to buildings and equipment, danger to public health/safety, injury to self or others, environmental harm, and monetary loss for the town.

May be assigned to other Public Works programs on an interim basis as needed or on an emergency basis.

Identify and coordinate the performance of scheduled and emergency building repairs and maintenance. Will coordinate with Facilities Department in the repair and maintenance of non-process building needs.

In conjunction with the Wastewater Administrator, will perform and oversee all administrative duties associated with the functions of the WWTP's and infrastructure. This includes but is not limited to budgeting, contract management, permit reporting, payroll, system monitoring and tracking & other clerical functions typical in the operation of WWTP's and infrastructure.

Recommended Minimum Qualifications

Education and Experience

The Operations Manager requires a high school diploma or equivalency and a bachelor's degree in a wastewater related field. Candidate should have at least eight years of experience related to the operation, repair and maintenance of wastewater treatment and collection systems, including the operation of related maintenance equipment

Substitutions

In lieu of full education and experience requirements listed above, a combination equating to a related ten years of overall background in wastewater treatment and collection systems will be considered.

Knowledge, Skills and Abilities

The Operations Manager should have a thorough knowledge of wastewater treatment theory, processes, equipment, facilities, materials, methods and procedures used in wastewater treatment and collection systems.

The Operations Manager shall have the ability to interpret specific chemical and biological analyses and considerable knowledge of wastewater treatment plant operation and maintenance.

The Operations Manager shall be knowledgeable in MassDEP and federal regulations and requirements regarding the operation and maintenance of the WWTP'S including NPDES, MassDEP WWTP'S operation, safety, and operator licensing programs.

The Operations Manager will be experienced with wastewater process and mechanical, electrical and electro-mechanical system troubleshooting.

The Operations Manager shall have skill in the operation of related wastewater treatment equipment and tools. The Operations Manager has knowledge of sewer collection system and treatment plant construction.

The Operations Manager shall have the ability to guide, direct and motivate employees and to organize and supervise the activities of various personnel performing work. The Operations Manager shall be able to communicate effectively, verbally and in writing, and establish and maintain effective working relationships with employees, other department personnel, contract service vendors and the public.

The Operations Manager shall be proficient with computer systems including Microsoft Office, SCADA, and Programmable Logic Control interfaces.

The Operations Manager shall have good organizational skills for the proper administration of a wastewater treatment plant.

Licenses/Certificates:

The Operations Manager is required to have a Massachusetts Class D Driver's License and to have, or obtain within one year of employment, a Massachusetts Grade 4 Wastewater Treatment Operating Certification

Physical Requirements

The Operations Manager is generally required to do light to moderate physical activity. Occasionally, heavy lifting (50 pounds) is required in the operation and maintenance of the WWTP'S. The Operations Manager must be able to access all areas of a multi-level facility. He or she must have good close, distant, color and peripheral vision, as well as depth perception. The Operations Manager must have the ability to operate a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change