

JOB DESCRIPTION

Job Title: WASTEWATER TREATMENT PLANT MANAGER
Date of this Description: 04/13/2021 until filled
Job Summary: Responsible for supervision of plant employees carrying out their duties and meeting NPDES permit.

ESSENTIAL FUNCTIONS:

1. Personnel administrative and general work scheduling at plant
2. Operation decision and supervision of plant to comply with NPDES permit
3. Inventory and Ordering
4. Performs general clerical duties such as maintaining and filing analytical data
5. Budgeting and controlling expenditures
6. Perform all other duties as assigned

MARGINAL JOB FUNCTIONS:

1. Assist with water treatment operation as needed
2. Lab work as needed including the collecting of sample(s) and testing

Skills required to perform the Duties of the Job:

1. Apply principles of logic to define problems, collect and analyze data
2. Interpret a wide variety of technical instruction in book, manual, mathematical or diagrammatic form
3. Performs semi-skilled work in the operation of wastewater treatment plant, equipment, and facilities
4. Directs the operations and maintenance of a wastewater treatment and lift system, if the Public Works Director is not available

Educational Requirements needed to perform the Duties of the Job:

1. High School Diploma
2. GED
3. 2 + years of experience

Weight lifting (or other physical) Requirements to perform the duties of the Job:

1. Able to lift 50 lbs.
2. Daily climbing of stairways by tanks

Licensing or other special Certifications required:

1. "A" level in Biological
2. "D" level in Water
3. Valid SC drivers license

Safety:

As supervisor this position is required to educate all subordinate employees of safety expectations applicable to their position and provide each of those employees Personal Protective Equipment (PPE) appropriate to the job function.

Job Description Approved By: _____

Title: _____ Date: _____

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Received by: _____ Date: _____

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