



**GRAND RAPIDS
PUBLIC UTILITIES**

Service is Our Nature

500 SE Fourth Street • Grand Rapids, Minnesota 55744

POSITION TITLE: Wastewater Operations Director
DEPARTMENT: Water/Wastewater
FLSA STATUS: Non-Exempt
DATE: November 2021
ACCOUNTABLE TO: Water/Wastewater Department Manager

Primary Objective of Position

This position is responsible for utilizing technical, administrative, and communication skills under limited supervision to direct the timely and safe operations required in order to provide reliable and compliant wastewater collection and treatment service to the Utility's customers.

Major Areas of Accountability and Job Duties:

Monitor the wastewater system operations, including reviewing historical records, collecting samples, identifying trends, and preparing reports in order to coordinate the operational changes necessary to meet federal, state, and local regulatory requirements.

Maintain up-to-date records, prepare routine and annual reports, and coordinate with consultants and public agencies to remain compliant with the long term planning requirements of the various MPCA, EPA, MDH, and DNR licenses and programs.

Assist in monitoring and overseeing the operation of the SCADA system, computer operating applications, and security systems related to the wastewater collection and treatment operations.

Perform the general laboratory analysis of wastewater in accordance with standard methodologies, interpret data, and provide daily wastewater processing requirements to operations personnel.

Coordinate the laboratory functions necessary for a state certified laboratory, including the development and maintenance of all laboratory procedures.

Communicate with vendors and contractors for suggestions and assist in the selection and purchases to optimize the products/equipment used in the wastewater collection and treatment operations.

Plan, schedule, and direct the work for treatment plant operators in coordination with the Water/Wastewater Department Manager.

Conduct research and confer with supervisors and peers to discuss activities, review progress, and resolve issues on topics such as operations schedules, capital improvements, maintenance requests, and septage hauler billing.

Assist in the preparation of operations budgets, including capital improvement plans, and monitor expenditures for adherence to such budgets.

Observe equipment and facilities to detect existing or potential hazards and broken or damaged equipment.

Respond to complaints of unsafe conditions, evaluate, research, and recommend changes to procedures to increase safety while operating the wastewater collection and treatment equipment.

Develop and maintain a working climate in which operations personnel are motivated to perform to the best of their abilities, including providing regular feedback to employees

Assist in performing the safe operation, maintenance and repair of the municipal wastewater collection and treatment system, as required.

Document procedures used to complete wastewater operations work and train employees, as required.

Lead by example and comply with all workplace safety practices. Evaluate, recognize, and report unsafe conditions and recommend changes to procedures to increase safety.

Follow the applicable federal, state, and local regulatory requirements, including but not limited to those of OSHA, MN OSHA, NESC, EPA, MPCA, MDH and GRPUC as they relate to municipal wastewater collection and treatment system operations.

Provide exceptional customer service to fellow employees, customers, and contractors and make decisions that are always in the best interest of the Utility.

Additional duties as deemed necessary by supervision, which are of an equal or lesser nature, based on the job's qualifications.

Minimum Qualifications:

AAS Degree in Water Resources or Water Environment Technologies, or a BS Degree in Biology, Environmental Science, or a closely related field; or an equivalent combination of education and experience to successfully perform the essential duties of the job.

Valid Minnesota Commercial Class B driver's license, with air brake and tanker endorsement, or have the ability to obtain one prior to employment, and a satisfactory driving record.

Minnesota Pollution Control Agency Class "A" Wastewater Treatment Facility Operator's Certificate and five (5) years of experience working in the operation and/or maintenance a wastewater utility system.

Ability to work toward and obtain a MN Type III Solid Waste Facility Operator Certification within one (1) year of the date of employment.

One (1) year of experience working in a certified environmental testing laboratory and a clear understanding of standard laboratory methodologies and their relationship to wastewater treatment operations.

Complete understanding of the methods, materials, techniques and equipment used in the operation of a wastewater utility, including the understanding of the various regulatory programs required for public

wastewater facilities, the ability to read and interpret operating records, and to troubleshoot and assist in correcting mechanical malfunctions. Applicant will be required to complete a skills assessment.

Ability to demonstrate proficiency in computer software applications, specifically Microsoft Office, GIS, SCADA, and internet applications. Applicant will be required to complete a computer/mobile device skills assessment.

Ability to display careful attention to detail in order to maintain accurate records of information. Ability to correctly add, subtract, multiply, and divide all units of measure, as well as estimate quantities. Applicant will be required to complete a skills assessment.

Exhibit excellent organizational skills and discipline in order to work individually, specifically the ability to independently prioritize and complete assigned work in accordance with the Utility's procedures.

Strong interpersonal skills including tact, diplomacy, and flexibility in order to establish and maintain cooperative working relationships with outside vendors, other public entities, and other employees.

Critical thinking skills and capability of identifying all aspects of a problem to be able to make timely, informed decisions that take into account the facts, goals, constraints, and risks of the situation.

Ability to communicate effectively verbally and in writing, including team meetings, emails, and reports.

Ability to resolve and diffuse conflicts.

Strong sense of honesty, integrity, and credibility.

Availability to work the Utility's normal office hours throughout the regular workweek, as well as possible evenings, weekends, and holidays, if required. Weekday and/or weekend standby and call rotation may be required. Employee is expected to respond promptly if called when emergency work is required.

Preferred Qualifications:

Understanding of the interrelated duties of other departments within the Utility such as customer billing for cooperation and efficient resolution of problems.

Minnesota Department of Health Water License or equivalent knowledge of the principles and practices of water production, treatment, storage and distribution.

Experience with the operation of industrial (pulp and paper) wastewater activated sludge plant operations.

Knowledge of SCADA and computer systems used in operation of water and wastewater facilities.

Experience with heavy equipment, generators, and industrial vehicles.

Understanding of the federal, state, and local regulations as they relate to the position.

Tools and Equipment Used:

Industrial vehicles, hoists, pumps, generators, power, hand and pneumatic tools, presses, gas and arc welders, cutting torches, pumps, gauges, mops, shovels, laboratory equipment, computers and related software, two-way radios, phones, calculators, and copy machines.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle objects, tools, or controls and reach with hands and arms. The employee is frequently required to walk, sit, talk, stand, and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently move up to 10 pounds and occasionally move up to 110 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in an office setting, in a plant setting, and in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment may be moderately loud in field or plant settings and fairly quiet in office settings.

The duties listed above 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.

The 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.

Commission Approved Date: _____