

**UPPER GWYNEDD TOWNSHIP  
WASTEWATER TREATMENT PLANT**

**JOB DESCRIPTION: DEPUTY DIRECTOR OF WASTEWATER OPERATIONS**

**GENERAL DEFINITION:**

The Deputy Director of Wastewater Operations is a supervisory position at the WWTP. Primary responsibilities include direct supervision of the operators and maintenance employees at Upper Gwynedd Township WWTP, and ongoing evaluation of the plant processes for efficiency and cost effectiveness. This position reports directly to the Director of Wastewater Operations. This position has normal work hours of 6:45 am – 3:15 pm. Additional hours may be required on weekends or to handle emergencies.

**JOB TASKS AND RESPONSIBILITIES:**

Supervise Operators and Maintenance Employees

- Direct daily operations to ensure compliance with NPDES permit
- Direct daily operations to ensure compliance with Land Application standards for Class A and Class E, and Subclass 1,2,3 & 4 Licenses
- Assign work to WWTP operators following a standard housekeeping schedule throughout the facility
- Assign work to maintenance staff based on necessary repairs and preventative maintenance for all plant equipment, structures, buildings and grounds
- Ensure all preventative maintenance is completed properly and in a timely manner
- Evaluate sampling and analyses schedule based on permit requirements and plant process requirements
- Review and assess job performance of plant personnel and provide employees with ongoing feedback

WWTP Process Control

- Develop daily WWTP equipment check and data collection procedures
- Make process control decisions to optimize treatment performance and permit compliance through evaluation of laboratory analyses, microscopic evaluation of microorganisms and knowledge of treatment processes
- Manage sludge processing

Additional Duties

- Instructs plant staff on the operation of plant equipment and treatment processes to provide cross training
- Analyzes recording instrument readings and laboratory test results to determine if plant processes need to be adjusted or changes made
- Assures that state and federal mandated water quality effluent standards and all permitting requirements are adhered to
- Prepares emergency contingency plans
- Orders parts and supplies for treatment plant equipment, prepares purchase orders after cost comparison and approves supply order for laboratory chemicals and supplies
- Completes reports for PA DEP, US EPA and Director of Wastewater Operations

- Submit a written monthly report to the Director of Wastewater Operations
- Assist the Director of Wastewater Operations with preparation of the operating budget including plant operating expenditure projections and capital project projections. Monitors financial performance after budget adoption.
- Supervises and/or performs operation of special programs such as MIPP (Municipal Industrial Pretreatment Program), construction activities, new computer software operations and other special activities required by the Director of Wastewater Operations, Township Manager or Board of Commissioners
- Performs MIPP administrative responsibilities, including scheduling of inspections, sampling and meetings as required. Prepare written correspondence to IU's and regulatory agencies. Prepares annual report on activities to PA DEP and US EPA.
- Participate in equipment selection and procurement
- Oversee work being completed at the WWTP by outside contractors
- Review vacation requests from operation and maintenance staff and make recommendations to the Director of Wastewater Operations
- Review and approve timesheets for operations and maintenance employees
- Complete other duties as assigned by the Director of Wastewater Operations

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Possess PA DEP Wastewater Treatment Plant Operator's License Class A & E, and Subclass 1, 2, 3, & 4
- Possess a valid PA driver's license
- High School diploma or equivalent. BS in Bio/Environmental Sciences, preferred
- Minimum 5 years' experience in operation and maintenance of WWTP with previous supervisory experience preferred
- Thorough knowledge of operation and maintenance of a WWTP including activated sludge, AO process and UV disinfection
- Ability to establish and maintain effective working relationships with co-workers and management
- Ability to write clear and concise reports
- Possess good verbal and written communication skills
- Read and understand technical prints, technical O&M manuals and mechanical drawings
- Basic computer skills such as Microsoft Word, Excel & Outlook; ability to learn data management software programs used for laboratory and facility maintenance
- Knowledge of proper use of confined space equipment and entry procedures
- Able to perform manual labor consistent with the wastewater treatment industry and work in all weather conditions
- Visual acuity (color) required. Some minor lifting and climbing required