



City of Conover

NE WWTP Chief Operator/Pretreatment Coordinator

The City of Conover is seeking a team and detail-oriented individual to serve as our NE WWTP Chief Operator/Pretreatment Coordinator. The City of Conover is committed to providing an encouraging atmosphere that supports job satisfaction and professional growth for all City staff. Conover (approximate population 8,500) is located in the western piedmont area of Western North Carolina and is part of the Hickory Metropolitan Statistical Area (MSA), the sixth largest MSA in the state. Conover is located approximately 50 miles northwest of Charlotte; 60 miles west of Winston-Salem; and 80 miles east of Asheville and is the geographic center of Catawba County. Interstate 40 traverses through the City along with other major roads including US 70, US 321, US 70A, and NC 16. The City has a council-manager form of government; consisting of a mayor and five councilmembers, each elected on a non-partisan basis to serve staggered four-year-terms. The City provides a full range of municipal services with a current budget of \$23.06 million. The budget includes a total General Fund budget of \$11.13 million and Utility Fund budget of \$5.77 million.

An integral part of the City's utility services team, the NE WWTP Chief Operator/Pretreatment Coordinator provides regulatory compliance by monitoring wastewater treatment plant processes. The position requires knowledge of the principles and practices applied to operation and maintenance of the wastewater treatment plant. An employee in this class performs difficult technical and skilled work in supervising and participating in the operation, maintenance, repair, installation, and replacement of machinery and equipment in sewage collection and pumping systems. This position serves as Operator in Responsible Charge (ORC) and manages operations and maintenance of the Wastewater Treatment Plant Division. The NE WWTP Chief Operator/Pretreatment Coordinator oversees the operations of a state-certified laboratory, ensures compliance with the NPDES permit, provides technical advice to the Public Utilities Director, establishes and maintains records and reports necessary for full compliance with all regulations and for effective management decision making. This position requires weekend, evening, and holiday working hours.

Education Requirements:

Graduation from an accredited college or university with a bachelor's degree in chemistry, biology, environmental or physical science, or related field and considerable experience supervising the operation, compliance, and maintenance of a wastewater treatment plant; or an equivalent combination of education and experience.

Experience:

A minimum of five (5) years of operational and supervisory experience in a municipal wastewater facility.

Special Requirements:

Valid North Carolina Driver's License. Possession of, or ability and willingness to obtain, Grade III Wastewater Treatment Operator Certification within six (6) months.

Compensation and Benefits:

The City of Conover offers a competitive salary commensurate with experience and qualifications. The hiring salary for this position is \$40,634. The City provides a comprehensive benefits package including health, dental, vision, and life insurance; flexible spending accounts, Local Government Employees Retirement System (LGERS) contribution; 401k Plan contribution equivalent to 5% of salary, annual vacation and sick leave; paid holidays. Additional benefits include bereavement and parental leave, education reimbursement, longevity and merit pay plans.

Contact and submittal information:

Courtney Kennedy
Personnel Director
P.O. Box 549
Conover, NC 28613

Email: courtney.kennedy@conoverncc.gov

Telephone: 828-464-1191

Hand delivery: Conover City Hall, 101 1st Street E, Conover, NC 28613

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.conoverncc.gov.

Deadline: Open until filled. Submit by October 16th for first consideration.

The City of Conover is an Equal Opportunity/ADA/Drug Free Workplace Employer.

NE WWTP CHIEF OPERATOR/PRETREATMENT COORDINATOR		
DEPARTMENT: Public Works-Utility Services WWTP	REPORTS TO: Public Utilities Director	
POSITION TYPE: Full-time	FLSA STATUS: Non-exempt	
<i>This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job.</i>		

I. General Statement of Duties

Performs difficult technical and skilled work in supervising and participating in the operation, maintenance, repair, installation, and replacement of machinery and equipment in sewage collection and pumping systems. Manages operations and maintenance of the Wastewater Treatment Plant Division.

II. Distinguishing Features of the Class

An employee in this class serves as a manager responsible for overseeing the operations and maintenance of the City's wastewater treatment plant. Emphasis of the work is on efficient and effective plant operations to ensure compliance with applicable environmental regulations. This classification also serves as the City's designated operator responsible in charge (ORC) with state and federal regulatory authorities. In addition, this classification will be responsible for managing pretreatment activities as the Pretreatment Coordinator. Monitors wastewater treatment plant and identifies need changes and potential problems; interprets lab data; makes necessary adjustments. Maintains plant records; performs data entry of process parameters; organizes and files plant paperwork. Assists in the performance of plant and equipment maintenance and repair. Required to work weekends and holidays and on-call in a rotational schedule. Assists the Public Utilities Director and/or his designee in the preparation of the annual wastewater treatment plant budget; helps monitor expenditures under the current budget. Helps develop long range capital improvement programs. Work is supervised by the Public Utilities Director and/or his designee and is performed with some degree of autonomy in facility management. Work is evaluated on the basis of achieving individual and division performance objectives, compliance with regulations, efficient plant operations, and effective public relations.

III. Duties and Responsibilities

Essential Duties and Tasks

- Coordinates the work of operations, maintenance, and laboratory personnel; along with the, Utilities Director and/or his designee, helps evaluate work performance of employees; gives input on personnel actions from hiring, promotion, and discipline; helps interview applicants for employment.
- Helps develop and administer annual operating budget including short- and long-range forecasts; develops plans for infrastructure improvements as part of the long term (5 years or more) capital improvement plan.
- Oversees the development and administration of operational training programs for employees; develops standard operating procedures (SOPs) for wastewater treatment facility and enforces compliance with OSHA safety standards.
- Oversees preparation of monthly and annual regulatory compliance reports and application for renewal of operating permits.
- Evaluates wastewater regulatory requirements and determines processes and steps to ensure compliance; serves as the on-site operator responsible in charge (ORC) with state and federal regulatory compliance officials.
- Provides tours of wastewater facility and explains operation to officials, the general public, and school groups.
- Serves as a technical and compliance representative for the City with various local, state, and federal boards and agencies for wastewater and environmental issues.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices, tools, and equipment used in wastewater treatment plant operation as well as the operating characteristics and maintenance requirements.

- Thorough knowledge of the occupational hazards of work associate with wastewater plants and necessary safety precautions employed.
- Thorough knowledge of hydraulic, chemical, mechanical principles pertinent to wastewater treatment plant operations.
- Knowledge of personnel management principle and practices.
- Considerable knowledge of state and federal regulations for wastewater plants
- Knowledge of communication practices to communicate effectively, both orally and in writing, with various groups or individuals in a variety of workplace settings.
- Skill in the operation of wastewater treatment plant and related equipment.
- Ability to help plan and administer operating and capital budgets.
- Ability to plan and evaluate the work of others.
- Ability to detect problems in the operation of mechanical equipment and to apply proper remedial measures.
- Ability to perform lab tests, interpret results, and apply remedial measures.
- Ability to prepare and maintain records of operations.

Physical Requirements

- Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.
- Must be able to perform sedentary and physical work exerting up to 50 pounds of force occasionally and/or 20 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

Working Conditions

- Subject to inside and outside environmental conditions; including, but not limited to, extreme heat and extreme cold.
- Subject to physical hazards such as proximity to moving mechanical parts, electrical current, exposure to chemicals, and atmospheric conditions. Employee is exposed to oil and greases and blood borne pathogens.
- Work may be performed in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and water lines, narrow aisles or passage ways, and other areas which could cause claustrophobia.

Desirable Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in chemistry, biology, environmental or physical science, or related field and a minimum of five (5) years of experience supervising the operation, compliance, and maintenance of a wastewater treatment plant; including operational and supervisory experience, or an equivalent combination of education and experience.

Special Requirements

- Possession of valid North Carolina Class C Driver's License.
- Grade III Wastewater Treatment Operator Certification from North Carolina Department of Environmental Quality Water Resources Division.