

**MISHAWAKA UTILITIES – WASTEWATER DIVISION****A. JOB TITLE –OPERATIONS MANAGER****B. DEFINITION**

To assist the Wastewater Division Manager in the performance of responsible technical and supervisory work in the operation and maintenance of the Wastewater Treatment Plant, Biosolids Facility, and Collection System. Responsible to supervise all plant operations and maintenance personnel. Must use independent judgement concerning personnel matters, plant supplies purchasing and coordination of safety and plant operation tasks. Reports to and accepts assignments from Wastewater Division Manager.

**C. EQUIPMENT USED**

Must have sufficient knowledge and dexterity to operate:

1. Personal computer and printer
2. Copier
3. Calculator
4. Telephone system
5. Facsimile machine (FAX)
6. Vehicle (van, pickup or car)
7. Portable radio/pager

**D. JOB LOCATION**

Primary work location is the Wastewater Treatment Plant, Biosolids Facility, and Collection System. Must be able to travel to other City and Utility Department headquarters. Duties may require out-of-town and/or overnight travel.

**E. PHYSICAL REQUIREMENTS**

May engage in sitting, standing or talking for up to 2/3 of the workday. May engage in walking, climbing, crawling, stooping or reaching for 1/3 of the workday. Must be able to lift and carry a minimum of 35 pounds.

**F. ENVIRONMENTAL/WORKING CONDITIONS**

Must be able to respond to calls at any time of the day or night during all types of weather. May be required to examine structures or conditions at the Wastewater Treatment Plant in all types of weather. Must be able to walk on metal grates, oily/slippery surfaces, and narrow passageways and in noisy, odorous conditions.

**G. ESSENTIAL FUNCTIONS OF THE JOB**

Assist in the formulation and enforcement of operating policies and procedures. Assist in the coordination and supervision of the work of employees in the operation and maintenance of the Wastewater Treatment Plant. Assist in the ordering and maintenance of required chemicals, equipment, parts and supplies. Responsible for the on-going development of the division's safety program. Maintain compliance with applicable safety requirements. Assist in the on-going development and of the division's preventative maintenance program. Responsible for the ongoing development and operation of the Industrial Pretreatment Program. Assist in the Biosolids Facility operation, Biosolids Land Application Program, and CSO Systems requirements. Responsible for scheduling plant operations personnel.

**H. ADDITIONAL EXAMPLES OF WORK PERFORMED**

Assist in the preparation of periodic reports to the Indiana Department of Environmental Management and other regulatory agencies as required. May be required to attend departmental meetings or other outside programs.

**NOTE:** This list of basic duties and responsibilities include most buy may not comprise all the specific responsibilities that may be required.

**I. REQUIRED KNOWLEDGE AND ABILITIES**

Considerable knowledge of the methods, practices and procedures involved in the treatment of wastewater. Considerable knowledge of State and EPA regulations and legal requirements related to wastewater treatment. Considerable understanding of the mechanical, hydraulic and electrical equipment used in wastewater treatment. Ability to prepare and maintain accurate records. Ability to train and supervise subordinate employees. Ability to work effectively with City Officials, Wastewater Division Manager, employees, the general public and Rate Payers.

**J. QUALIFICATIONS**

1. A college degree preferred with at least fifteen semester hours in science or the completion of two years in a standard curriculum in science related to water pollution control or the equivalent.
2. At least three years of acceptable experience at treatment plants Class II or Class B or higher, or equivalent experience in fields requiring similar performance and activity comparable to this class of plant, two years of which must have been in a position of responsible charge.
3. A Class IV certificate of competency is preferred, earned by examination, issued by the Indiana Department of Environmental Management.

4. Must maintain a high level of efficiency in the performance of the job.
5. Must pass a pre-employment drug screen.
6. Must adhere to the City of Mishawaka's Drug and Alcohol Free Policy.
7. Must sign and adhere to the City of Mishawaka's Confidentiality Statement