

## **SOUTH CENTRAL WASTEWATER AUTHORITY**

**POSITION TITLE: SCWWA PLANT MANAGER**

**LOCATION: 900 MAGAZINE ROAD, PETERSBURG, VA 23803**

### **GENERAL STATEMENT OF RESPONSIBILITIES**

#### **JOB DESCRIPTION**

- Under limited supervision, this position is responsible for the oversight and management of a wastewater treatment plant to ensure compliance with regulatory procedures and reporting practices. Oversees the operations, maintenance, and laboratory departments. The Plant Manager ensures staff is up-to-date with all federal, state, and local regulations and environmental guidelines. The Plant Manager ensures that VPDES permits are met. The Plant Manager supervises a team of individuals to include the Chief of Operations, Chief of Maintenance, and Laboratory Supervisor. The Plant Manager assists in the development of the annual operating and capital budget. Additionally, the Wastewater Treatment Plant Manager reports to the Assistant Executive Director.

#### **PERFORMANCE STANDARD**

- Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Authority's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

#### **REQUIRED KNOWLEDGE**

- Wastewater Treatment – Extensive knowledge of wastewater treatment plant operation as well as the principles, practices, and methods used in the treatment of wastewater and biosolids. Knowledge of EPA and state laws and regulations that apply to wastewater. Knowledge of computer systems, specifically SCADA system, and their application in the wastewater field along with other industry technology. Knowledge of the processes and treatment stages involved in wastewater treatment.
- Wastewater Treatment Plant Maintenance – Knowledge of pumps, conveyors, blowers, clarifiers, and other equipment functionality to ensure proper testing and operation.
- Industrial Pretreatment Program – Knowledge of an Industrial Pretreatment Program. Understands monitoring and testing requirements needed to protect our members' conveyance system and the treatment process.
- Laboratory Analysis – Knowledge of chemical and bacteriological principles, terminology, analytical techniques, microscopy, and methods, and equipment pertaining to the analysis of wastewater and biosolids samples. Establish sampling and testing systems to ensure the proper monitoring, reporting, and operation of the treatment plant.
- Reporting – Knowledge of all reporting requirements for a wastewater treatment facility, including VA-DEQ, EPA, and SARA Tier II.
- Safety – Knowledge of safety requirement and standards in an industrial and wastewater environment.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

#### **REQUIRED SKILLS**

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations. The ability to successfully manage and resolve conflict.
- Budgeting and Capital Planning – Knowledge of and assists with development of fiscal year budget to include operating expenses and capital planning.

## **REQUIRED ABILITIES**

- Technology – Ability to utilize personal computer applications to include database administration, word processing, spreadsheet, and related software.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation and review of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

## **EDUCATION AND EXPERIENCE**

- Bachelor’s Degree in Engineering, Science, or a related field and 5-7 years progressively responsible experience in the operation of a wastewater treatment plant and pump station facilities with 3-5 years of supervisory experience, or an equivalent combination of education and experience. A Virginia wastewater operator class I license is required.

## **ADDITIONAL REQUIREMENTS**

- An acceptable general background check to include a local and state criminal history check; a valid driver’s license with an acceptable driving record.
- This position requires an audio and color vision exam.
- This position requires a pre-employment drug screening and physical.

## **PHYSICAL REQUIREMENTS**

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders stooping, kneeling, crouching, and crawling.
- Some lifting to include overhead lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (40 to 75 pounds).

## **SENSORY REQUIREMENT**

- Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, odor, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

- Performance of essential functions may require exposure to adverse environmental conditions, such as domestic and industrial wastewater, dust, pollen, odors, temperature, weather, and noise extremes, hazardous materials, heights, confined spaces, machinery, vibrations, high voltage electric currents, traffic hazards, toxic agents, water hazards, disease, or pathogenic substances.

- If interested, individuals should submit a letter of interest with application and resume to Mrs. Melissa Wilkins, Business Manager, South Central Wastewater Authority, 900 Magazine Road, Petersburg, Virginia 23803. These documents may also be emailed to: [mwilkins@scwwa.org](mailto:mwilkins@scwwa.org). Applications must be received no later than close of business on October 21, 2022.