



**Title:**  
*Director of Wastewater Operations*

**Level:**  
4

**FLSA Status:**  
*Exempt*

**Division:**  
*Wastewater*

**Department/Location:**  
*Wastewater Administration*

**Employment Status:**  
*Regular Full Time*

### **SUMMARY**

This position reports directly to the Vice President of Wastewater and supervises all department leaders responsible for the day-to-day operations of the Wastewater Division. This includes Lab Director, Assistant Director of Operations, and four shift supervisors. The Director of Operations is expected to assure that treatment operations of the ACUA remain in compliance with the applicable governing regulations at all times. This position's normal work schedule is Monday through Friday; however, this position must be available to be contacted at all times to respond to urgent issues as determined by the Shift Supervisors.

### **RESPONSIBILITIES**

- Responsible for maintaining compliance with all Federal and State operating permits. Ensure that all treatment processes are functioning properly, and that the health and welfare of Atlantic County citizens, and the environment are top priorities.
- Analyze daily laboratory data from the wet end (influent and effluent) and solids handling (sludge), and implement process control adjustments and schedules as required.
- Prioritize maintenance work orders, which have the potential of affecting sludge processing or effluent quality.
- Coordinate deliveries of septage, leachate, scum, and liquid sludge, and analyze and schedule disposal to avoid shock loading of plant influent.
- Compile, analyze, and submit all state required permits and reports, monthly, quarterly, and annually. These include but are not limited to the following:
  - NJDEP Effluent Discharge Monitoring Reports
  - NJDEP Sludge Quality Assurance Reports
  - NJDEP Title V Air Quality Monitoring Reports
  - NJDEP Groundwater Monitoring Reports
  - Continually update permits for all pumping stations and the Wastewater treatment facility
  - Outside (customer) Sludge Quality Assurance Reports
- Conduct annual performance evaluations of direct reports.
- Convey to the Vice President any noteworthy positive or negative issues discovered through the evaluation process.
- Identify training needs and initiate development of subordinates. Recommend effective personnel action.
- Ensure that duties, responsibilities, and authority and accountability of all direct subordinates are defined and understood.
- Attend and participate in various environmental, trade and related Wastewater organizations. Attend meetings and conference, and communicate with other Wastewater authorities on a regular structured basis.
- Knowledge of federal and state environmental laws and regulations pertaining to Wastewater treatment and discharge, with the understanding that criminal prosecution may result for non-compliance resulting in environmental pollution.
- In accordance with 7:1E-212, employee shall be familiar with, and is responsible to perform the duties detailed in ACUA's written SOP's regarding hazardous substances, specifically SOP HAZ1 through SOP HAZ6. Employee is required to have Hazwoper 40 training, an annual 8 hour Hazwoper refresher courses and shall engage in a hazardous substance drill annually to demonstrate abilities related to position.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's Degree and 10 years work experience in the Wastewater field OR 15 years work experience in the Wastewater field
- 5 years supervisory or managerial experience.
- New Jersey Wastewater Treatment System Operator's License S-4.

### **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid driver's license in good standing



# ACUA

Atlantic County Utilities Authority

- Skilled at planning and scheduling routine, scheduled and predictive maintenance.
- Exceptional written and verbal communications skills and leadership skills.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and other related applications.

**PREFERRED QUALIFICATIONS**

- New Jersey Wastewater Collection System License C-4.

**PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:*

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves about inside the office to access file cabinets, office machinery, etc. Occasionally moves and transports supplies and materials up to 10lbs.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee’s Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor’s Signature:</i>	<i>Date:</i>