



<b>Job Title</b>	<i>Operations Manager</i>
<b>Department</b>	<i>Wastewater/Water</i>
<b>Reports to</b>	<i>Project Manager</i>

### **Job purpose**

**This position is responsible for supervising the continuous operation of the wastewater /water treatment plant and the activities of treatment plant operators.**

### **Duties and responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Defines the functions and objectives of wastewater / water plant
  - Responsible for establishing operating procedures
  - Process improvement and quality control
  - Monitors preventive maintenance programs and corrective maintenance activities
  - Modification of processes, procedures and equipment
- Supervise plant personnel to include:
  - Assigning, scheduling and reviewing work
  - Training of subordinate operators
  - Evaluating and offering solutions to work performance
  - Reviewing and/or making adjustments to timesheets
  - Counseling employees and recommending disciplinary action
  - Assist with interviewing interested applicants and offer recommendation on hiring
  - Scheduling for formal operator certification training
- General plant administrative responsibilities to include:
  - Reviewing and maintaining records of plant operation for department and state regulatory agencies
  - Other duties may be assigned, as this is not an exhaustive list.
- Attend safety classes, reinforce and comply with company safety policies
- Work harmoniously with peers, supervisors, and the public and comply with company policies.

### **Qualifications**

Requires completion of standard high school education or its recognized equivalent. Any combination of education, experience or training which provides the required knowledge and skills. At least five years' experience as a Wastewater / Water Treatment Plant Operator and a minimum of a Class II Wastewater / Water Treatment Operator certification in the state employed as required by the permit. Must have a valid state driver's license and meet minimum driving standards. Supplemental Training or certifications in Wastewater / Water Treatment Plant Operations.

Knowledge of:

- Sewage / Water plant techniques, principles and practices of methods used with an emphasis on activated sludge process with nitrification
- Supervising, mentoring and coaching of employees
- Application of knowledge of all basic principles of hydraulics and the biology, chemical and physical principles of wastewater treatment
- Inspection processes, machinery and equipment
- NPDES permit limitations
- Safety practices, procedures and equipment used

Skill in:

- Supervising and training subordinate operators
- Operating various related process control and laboratory equipment
- Oral and written communication
- Evaluating operating parameters and adjusting plant processes

Ability to:

- Work nights and/or weekends when emergencies occur
- Lift weights in excess of 25 pounds

## Working conditions

While performing the duties of this job, the employee may be exposed to extreme heat and/or cold, wet or humid conditions, bright and/or dim light, dust or pollen, intense noise levels, vibration, fumes or noxious odors. All required safety standards shall be adhered to mitigate risk from moving mechanical parts, electrical shock, heights, blood-borne pathogens, traffic, animals and wildlife, toxic or caustic chemicals, and other identified hazards.



## Physical requirements

This position requires frequent standing, kneeling, bending and climbing. The employee must be able to use hands to operate and manipulate tools and equipment. This position requires very heavy physical exertion including the ability to lift over 50 pounds and exert over 100 pounds of force on a regular basis.

The employee must be willing to work non-standard and overtime hours as required.

The position requires normal visual acuity and field of vision, hearing, and depth perception.

## EEO Statement

ESG Operations is an equal opportunity employer. It is ESG's intent to maintain a work environment which is free from harassment, discrimination, or retaliation because of age, race, gender, color, national origin, religion, sex, sexual orientation, pregnancy, physical or mental disability, genetic information, gender identity, veteran status, military service, or any other status protected by federal, state or local laws.

## Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. Employee shall perform all other duties as required.

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*I fully understand the contents of this job description and have had the opportunity to ask questions regarding the required job duties, working conditions, and physical demands of this position. I understand that this job description is not a contract of employment and does not in any way alter the "at-will" nature of employment with ESG Operations, Inc.*

Employee's Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_