

Job Specification



DIRECTOR OF OPERATIONS & MAINTENANCE

Classification: Exempt
Grade: 18
Function: Operations & Maintenance

Position Summary:

This position is accountable for the efficient day-to-day management of the operations and maintenance division for the NBC. Responsibilities include: directing the two wastewater treatment facilities, facilities maintenance and interceptor maintenance. The incumbent through planning, directing and controlling, manages the staff, resources and physical facilities that process wastewater (from preliminary treatment through sludge processing) in accordance with the established regulations for the NBC. The incumbent develops and implements operating policies, performance standards and goals, budget objectives, staff training/ development/employee relations and ensures compliance with federal, state and local regulations. The incumbent keeps current on technological improvements to process and equipment to be familiar with environmental issues.

Essential Duties and Responsibilities:

Coordinates and delegates work responsibilities to subordinates to insure the Operations and Maintenance Division runs efficiently and in compliance with NBC regulations.

Reviews data on plant operations, maintenance, engineering, and collection system activities.

Meets with management staff to discuss issues, review operational objectives and resolve items of concern such as: personnel problems operation and process issues, and equipment or maintenance problems.

Assigns tasks involving requests from other sections in the NBC (surveys, data, budgetary, OSHA, safety-related, air pollution data, hazardous waste, etc.).

Reviews and approves purchase requests, and coordinates the preparation of the required documentation to support and justify capital operating budgets.

Develops and implements operating policies, procedures, and systems to guarantee that appropriate internal controls are maintained to meet the NBC's objectives.

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Ensure the best possible proper work methods are being followed and the work quality is to the standards of the organization.

Ensures agency adherence to state and Federal environmental statutory and regulatory requirements, including compliance with applicable permits.

Reviews NBC system plan changes, major maintenance and repair requests and evaluates equipment needs.

Manages the annual division operations and maintenance budgets.

Performs day-to-day tasks (correspondence, executive meetings) and other projects as assigned.

Education and Experience:

Ten or more years of experience in managing a treatment facility, process, maintenance, staff and related services.

The incumbent must have a four-year degree (Masters preferred) in engineering and a thorough knowledge of wastewater treatment, engineering principles and practices, construction experience and be familiar with safety and environmental regulations.

A Professional Engineer's license is required.

Job Knowledge, Skills and Abilities:

Duties of this position require a demonstrated understanding of the technical and professional disciplines of wastewater operations and management, wastewater collection system operation and maintenance and related support functions.

The position requires problem solving and organizational skills; frequent use of judgment, and a high degree of integrity.

Must demonstrate the ability to motivate and direct a technical staff and have a thorough knowledge of business management practices.

Excellent verbal and written communications skills, computer skills, and the ability to interact with all levels internally and externally are essential.

Must possess a valid driver's license.

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Supervisory Responsibilities:

Responsible for the largest Division in the Agency charged with operation and maintenance of NBC's interceptors, pump stations and treatment plants, including personnel of a professional, technical, general and clerical positions.

Physical Demands:

Required to be capable of physical exertion while on site or field visits, including extended periods walking, climbing, bending, exposure to heat, cold, dust, noise and confined spaces will occur periodically.

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