

JOB DESCRIPTION – ASSISTANT PLANT OPERATIONS MANAGER

Job Title: Assistant Plant Operations Manager

Department: Management

Employment Status: Full Time – 40 or more hours a week; Exempt from bargaining unit

Updated: August 2022

Overall Purpose and Objective:

Assists the Plant Operations Manager with the proper operation and environmental affairs associated with the GHJSA Class 1; Sub-Class A Wastewater treatment plant containing activated sludge treatment process; an additional advanced Biological Aerated Filter treatment process; and fluidized bed incineration for solids disposal.

Essential Duties Include:

- Monitor, control and/or direct plant operators on the treatment plant conventional activated sludge process, including but not limited to waste activated sludge rates, return activated sludge flows, dissolved oxygen and pH levels to maintain adequate treatment in the first treatment phase of the biological process.
- Maintain, control and/or direct plant operators to maintain final clarifiers sludge blankets to proper levels for maintaining adequate treatment in the first phase of the biological treatment process.
- Monitor, control and/or direct Plant Operators to maintain adequate Nitrification and De-nitrification treatment process to maintain Nutrient reduction levels in the advanced treatment stage to meet loading reduction requirements in the plant effluent as directed in the State issued wastewater discharge permit (NPDES).
- Monitor all chemical tank levels that are used as additives for maintaining treatment in the treatment plant process. As necessary, order chemicals and arranged delivery with chemical vendors so inventory levels are available to maintain adequate treatment.
- Monitor, control, and/or direct scheduling and sampling of grease loads that are accepted by appointment only at the treatment plant Grease Digestion System for treatment.
- Monitor, control and/or direct Plant Operators to control Grease Digestion Process and the transfer digested grease (filtrate) to the sludge holding tank for maintaining proper processing in the sludge dewatering department.

- Monitor and control along with assisting other Managers in the acceptance of Hauled Waste for various waste stream volumes and constituents including but not limited to sampling, bench testing and acceptance/rejection of loads.
- Monitor and supervise process equipment at the treatment plant for repairs, cleaning and/or maintaining equipment to prevent major interruptions in the treatment plant process. When equipment maintenance or repairs are necessary, schedule and coordinate equipment shutdowns with the maintenance department to maintain adequate treatment, if possible, and to meet permit compliance for regulated parameters.
- Supervise Chief Operator, Plant Operators, and Utility Persons for work performance of required duties and discipline as necessary. Assist with coordinating the schedules of Operations employees for coverage of all shifts and approve or disapprove vacation requests by Operations employees, which are based on submission date and seniority.
- Assist in coordinating with managers and contractors during the construction projects at the wastewater treatment plant
- Assist with coordinating operation of the Sewage Sludge Incinerator with the Manufacturer, Contractors and State and/or Federal Regulators. Assist with monitoring, controlling, and directing the Chief Operator, Plant Operators, and Utility Persons to maintain proper operation of Dewatering Equipment, Cake Pumps, Fluidized Bed Incinerator, Ash Handling Equipment, and ancillary equipment as directed in the State issued Air Quality and Solids Handling Permits.
- Create, modify, and analyze various reports used in the wastewater treatment and incineration processes for use in-house and submission to regulatory agencies.
- Perform various operative and administrative duties as directed by the Director of Operations, Director of Administration, and/or Plant Operations Manager.

Training, technical skills, level of education and/or experience requirements:

- Minimum of an Associate's Degree from an accredited college or university in Environmental Science, Engineering, Biology, Chemistry, or a closely related field of study. Bachelor of Science Degree is preferred.
- Candidate must possess a valid Pennsylvania Driver's License.
- Candidate must possess and maintain a Pennsylvania Wastewater Treatment Plant Operator's Certification License as issued through the Pennsylvania Water and Wastewater Operator's Systems Certification Act (63 P.S. sub sections 1001 – 1015.1).
- Candidate must meet or exceed the qualifications for a Certified Plant Operator to operate a Pennsylvania Class 1, Sub-Class A wastewater treatment plant. A minimum of five (5) years of on-the-job experience of operating a Pennsylvania Class A; Sub-Class 1 wastewater treatment plant is preferred.

- Candidate must be familiar with Federal and State Regulations relative to the interpretation of the wastewater treatment plant permits issued by DEP and EPA and apply them to various disciplines at the direction of his/her superiors.
- Candidate must have sufficient Mathematical Skills to apply advanced mathematical concepts.
- Candidate must have sufficient Scientific Expertise to evaluate trends that may indicate a treatment plant upset that require a process control decision to be made.
- Candidate must have sufficient Laboratory Experience to be able to evaluate wastewater data.
- Candidate must have sufficient Language Skills to read, analyze, and interpret common scientific and technical journals related to the wastewater treatment field.

Physical Demands:

Be in sufficient physical condition to perform any and all physical duties and responsibilities as required by the position.

Work Environment:

Ability to work in an environment that produces malodors and pathogens, which are commonly generated in sewage treatment plants. The employee may occasionally be exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

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