



THOMPSON'S STATION MUNICIPAL GOVERNMENT
Job Description

Job Title: Assistant Wastewater System Director/Chief Operator Pay Grade: 7
Pay Range \$54,986-\$79,636

Position Summary:

This employee assists in the operation and maintenance of the wastewater treatment plant. The employee may also perform a variety of general labor activities such as operation of a truck, mowing, general mechanical repairs, painting, etc. The employee is under the direct supervision of the Wastewater System Director. Work is generally routine and is accomplished in accordance with established policies, procedures and practices. On occasion, independent judgment must be used when accomplishing tasks.

Essential Duties and Tasks

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Assistant Wastewater Director helps ensure permit complaint operation and maintenance of the Town's Sewer Network and Wastewater Treatment Systems

- Conducts bacteriological and chemical tests required by local, state and federal regulations.
- Observes the condition of sewage entering the treatment plant, adjusts the addition of chemicals for proper sewage treatment according to prescribed standards.
- Responsible for the accurate completion of a variety of reports as required by local, state, and federal regulations.
- Operates wastewater treatment plant.
- Hauls sludge.
- Performs a variety of sewer system maintenance and operation activities, including but not limited to: checks, repairs, and maintains lift stations; washes and cleans basins; refills digester and drying beds; and other necessary operations for the sewer network and treatment system, as provided by the Wastewater System Operator and/or the Town Administrator, as applicable.
- Other related job duties, as assigned.

Interact effectively with community members

- Assists and advise design professionals, contractors, and the general public in matters relating to sewer infrastructure, sewer specifications requirements, and construction.
- Communicates effectively with the public and development community orally and in writing.
- Seeks innovative solutions to problems while assuring compliance with all Town, State, and Federal requirements.

Works to uphold a culture of safety

- Follows and enforces all safety rules, procedures, and observations of safety signs and posters.
- Participates in all regular safety training, as required.
- Recognizes and reports hazards appropriately.
- Understands the shared responsibility for the employee’s own safety and the safety of others.

Interact effectively with Town employees

- Facilitates and works within a "team oriented" environment, being an effective team member.
- Supports other Staff in the development and implementation of goals, objectives, policies, or priorities.
- Assists Wastewater System Operator and/or Town Administrator in other related projects, as assigned.
- Handles confidential information with tact and discretion.

Minimum Qualifications and Required Knowledge, Skills and Abilities:

Education: High School graduate or GED equivalent required.

Requirements: Must possess a valid Tennessee driver's license.
Must possess a valid State of Tennessee Grade II Wastewater Treatment Plant Operator license.
Prefer a valid State of Tennessee Grade III or above Wastewater Treatment Plant Operator license.

Experience: 3-5 years of wastewater operations

Reports Directly to: Wastewater System Director
Review Responsibility: Wastewater System Director

Knowledge, Skills and Abilities:

- Must have knowledge of the operation, type of defects and repair methods applicable to pumps, chlorinators, feeders, and other plant equipment.
- Knowledge of safety factors and hazards in handling sewage and wastewater treatment equipment.
- Knowledge of chemistry and laboratory equipment and procedures.
- Must have skill in the use and care of tools and equipment necessary to perform various mechanical repair tasks.
- Knowledge of the theory and practice of modern wastewater treatment, and of the machines, equipment and material used in such treatment.

- Knowledge of the layout of piping and valves at the wastewater treatment facility, lift stations, and wastewater collection system.
- Knowledge of local, state, and federal regulations pertaining to wastewater treatment. Must have an ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to perform bacteriological tests as required by state and federal regulations, to keep records and prepare clear and concise reports of wastewater operations.
- Ability to understand and follow moderately complex written and oral instructions, read, write legibly and make accurate arithmetic calculations.
- Ability to meet with design professionals, owners, and contractors to review plans.
- Ability to work with contractors on installation and construction of complex wastewater infrastructure, per approved plans.

Physical Requirements and Work Environment:

- Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling and performing repetitive motions.
- Daily operations require unaided lifting of objects weighing as much as twenty five (25) pounds.
- Employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, dust, dirt, and water.
- Work a variety of hours, including evenings, days, weekends, and holidays; consistently maintain mental alertness, remain calm and composed in difficult and emergency circumstances.

This job description reflects management’s assignment of essential functions; and nothing in this herein restricts management’s right to assign or reassign duties and responsibilities to this job at any time.