



# Assistant Director Wastewater Plant Industrial Pretreatment Coordinator

## Job Description

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Reports to: Director Wastewater Plant

Classification: Full Time, Exempt

Salary: \$79,310 - \$110,048

### General Description:

Under the general direction of the Wastewater Plant Director, the assistant director will assist in developing and implementing departmental plans, goals, and policies. Oversee daily assigned activities in operations which include operators and maintenance union staff, ensure compliance with regulations, and coordinate the Industrial pretreatment program. Undertake staffing responsibilities, assist in budgeting and expense monitoring, and apply emphasis on safety in the workplace. The assistant director will assist with creating policies, represent the wastewater department in the absence of the director, and fulfill duties assigned by the director.

Manages teams related to hiring, onboarding, performance management, utilization, training, and development. Coaches' individual and team performance and improvement. Evaluate overall departmental organizational structure and performance and recommend improvements, including changes in staffing, scheduling, and equipment. Assists with EPA audits. Assists in the development of SOPs.

Ensures that all SOPs are followed and DOT, OSHA, Health and Safety, and other requirements are met. Conducts routine facility inspections. Interacts with regulators as required. Assists with safety inspections throughout the plant. Meets with regulatory officials to evaluate inspection findings and ensure compliance with local, state, and federal laws. Assist with preparing daily, monthly, and yearly reports including DMRs, MORs, etc. Manages material procurements while regularly looking for cost savings. Ensures that the work order system and all maintenance records (CMMS) and other documentation are maintained properly. Oversees and ensures compliance database is being maintained and data entered.

Professional expertise and experience utilized in the performance, coordination, and supervision of laboratory, industrial pretreatment, and regulatory reporting activities, enforcing policies as well as requirements set forth by the federal and state environmental protection agencies and the Illinois Department of Public Health. Overall, an assistant director



will play a crucial role will be to support the director and facilitating the smooth functioning of the WWTP department.

### Primary Responsibilities:

- Assists the plant director with oversight and supervisory responsibilities over all subordinate plant personnel in operations, lab, and maintenance.
- Ensure adequate staffing levels and competent training of employees.
- Oversee and administer Industrial pretreatment responsibilities amongst staff.
- Ensure that all organizational activities and operations are conducted in compliance with local, state, and federal regulations and laws and in conformance with acceptable standards and practices.
- Develop budget estimates based on anticipated needs and administer assigned budgets related to supplies, equipment, and contracts associated with laboratory operations.
- Maintain complete, accurate records of lab analyses, reagent preparation, equipment maintenance, and other laboratory activities.
- Ensure quality analytics and credentialing are completed for various laboratory analysis
- Compiles monthly, quarterly, and annual operating and regulatory reports.
- Maintain a safe working environment through instruction of employees and enforcement of safety policies.
- Be proficient in MS Office applications and other software resources as applicable.
- Explain, apply, and enforce city and department policies and labor contract provisions.
- Other duties may be assigned.

### Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

#### Education and Training:

Prefer a bachelor's degree in chemistry or biology or equivalent from an accredited college or university.

#### Experience:

Three years of progressively responsible laboratory experience, including two years in a managerial capacity, preferably in wastewater.

#### License or Certifications:

Valid Illinois driver's license or equivalent.



(6) months of hire must possess an IEPA Class 1 Wastewater License or the ability to receive reciprocity through the state of Illinois.

### Working Conditions:

The conditions herein are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

### Environment:

Work is performed primarily in a plant or lab setting, with some travel to different sites and locations for industrial pretreatment lab samples.

### Physical:

Primary functions require sufficient physical ability and mobility to work in a plant and lab and offsite industrial locations; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.