

<p>City of St. Charles Position Description</p> 	<p>Position Title</p>	<p>Assistant Division Manager-Wastewater</p>			
	<p>Department</p>	<p>Public Works</p>	<p>Division</p>	<p>Environmental Services</p>	
	<p>Full/Part Time</p>	<p>Full Time</p>	<p>Section</p>		
	<p>Reports to</p>	<p>Wastewater Division Manager</p>	<p>Union</p>	<p>Teamsters</p>	<p>-Certified Wastewater Operator(s) -Wastewater Technician -Seasonal Employee(s) -Outside Contractor(s)</p>
	<p>FLSA Status</p>	<p>Non-Exempt</p>	<p>Positions Supervised</p>		
	<p>Salary Grade</p>		<p>5</p>		

Position Description Overview

This position, under general supervision of the Division Manager, is responsible for leading and coordinating the work required to operate, maintain, construct and replace components of the wastewater treatment facilities and lift stations. The Assistant Division Manager – Wastewater, is responsible for successful completion of work assignments through the instruction of crews, inspection of work and coordination of activities. This position may be asked to become Acting Division Manager when the need arises.

- Essential Job Functions**
- Standard*
1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
 2. Adhere to all departmental and City safety policies.
 3. Consistent attendance and punctuality is required.
- Position-Specific*
1. Supervise employees and contractors engaged in the repair, replacement, and/or operation of the wastewater treatment facilities and lift stations. Ensure that work rules, safety rules, and OSHA / IDOL, IDOT, and IEPA regulations are followed.
 2. Train positions supervised with equipment and procedure operations, including development and review of standard operating procedures.
 3. Operate equipment and machinery used in the treatment process, including but not limited to, pumps, sludge dewatering equipment, electric motors, and gear reducers.
 4. Monitor the wastewater treatment process in accordance with all applicable laws, ordinances, and EPA regulations. Perform visual inspections of machinery, equipment, and control panels for defects and breakdowns. Make necessary process control adjustments when indicated by laboratory analysis.

5. Service treatment plant equipment, machinery and mechanical equipment including greasing and rebuilding pumps and motors, changing oil in compressors, and repairing and maintaining meters, gauges, and other plant equipment.
6. Inspect and maintain lift stations, including pumps, valves and electrical controls.
7. Assist Wastewater Division Manager in compiling all required data for monthly EPA reports, daily activity records, and equipment repair reports.
8. Operate, inspect, maintain, and repair of the supervisory control system.
9. Prepare purchase orders for equipment and supplies, place orders, coordinate with vendors, and work with Purchasing Manager in the purchasing of materials and equipment for required projects.
10. Support other City departments/divisions in the abatement of emergency situations.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
 - Participating in proactive team efforts to achieve departmental and City-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

Position-Specific

1. Assist in preparation of maintenance and equipment budget and plan for future equipment needs or replacement for recommendation to the Division Manager.
2. Participate in scheduled weekend and holiday overtime activities.

Basic Requirements

For successful performance in this position, the incumbent will need to demonstrate the following:

Knowledge	<i>Standard</i> N/A
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Extensive knowledge of the laws, rules, and regulations governing wastewater systems. 2. Extensive knowledge of the operation, maintenance, and repair of the equipment and machinery utilized in wastewater pumping and treatment. 3. Thorough knowledge of potential hazards and correlative safety measures and precautions including knowledge of IDOL, OSHA, and IDOT standards.

	<p>4. Working knowledge of computer software programming, including RJN Cassworks, Arcview, Lotus Notes, Microsoft Word and Microsoft Excel.</p>
<p>Skills</p>	<p><i>Standard</i></p> <p>N/A</p>
	<p><i>Position-Specific</i></p> <p>1. Effective interpersonal and communication skills for interaction with elected and appointed officials, co-workers, agencies, other governmental units, and the public.</p>
<p>Abilities</p>	<p><i>Standard</i></p> <p>1. Ability to maintain primary residency within the following boundaries within six (6) months of employment: commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.</p> <p>2. Possession of a valid CDL class driver’s license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.</p>
	<p><i>Position-Specific</i></p> <p>1. Ability to exercise professional independent judgment in planning own work, formulating recommendations, and making decisions.</p> <p>2. Ability to effectively supervise and lead work teams, work projects, and make crew assignment adjustments as needed.</p> <p>3. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</p> <p>4. Ability to understand and follow verbal and written instructions and prepare written records and reports, including but not limited to</p>

	<p>Assistant Division Manager’s daily records, time sheets, administrative records reports and files.</p> <ol style="list-style-type: none"> 5. Ability to learn the geographic region of the City. 6. Ability to see and accurately read fine print in low lighting conditions, such as gauges. 7. Ability to smell sewer gases, Nicor problems, and other hazardous odors. 8. Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Minimum of seven (7) years of wastewater treatment plant operation and repair experience. 3. Minimum of two (2) years of supervisory experience. 4. Possession of an Illinois Class 4 Operators Certification issued by the Illinois EPA, or receipt of one within eighteen (18) months of commencing employment or transfer into position. 5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities. 6. National Incident Management System (NIMS) training as required.
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to see close, at a distance, and with a peripheral vision as well as adjust vision focus and distinguish objects and colors. 4. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and /or signals, and calls for help from a co-worker, etc. <p><i>Position-Specific</i></p> <p>Extensive medium heavy physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoors environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including:</p> <ol style="list-style-type: none"> 1. Physical working conditions which may provide exposure to air contaminates such as dust, fumes, smoke and disagreeable odors. 2. Physical working conditions that may provide exposure to vibration while operating a piece of equipment. 3. Physical working conditions that may provide exposure to low levels of

	<p>illumination and/or awkward working space.</p> <ol style="list-style-type: none">4. Physical working conditions that may provide exposure to a variety of grades and elevations.5. Physical working conditions that may provide exposure to energized electrical circuits, natural gas conduits, and other noxious or hazardous substances.6. Physical activity involving sitting, standing, walking, bending, crouching, crawling, climbing, kneeling, pushing, pulling, stepping and stooping.7. Physical activity involving lifting, moving, and replacing heavy objects and using heavy tools or equipment weighing up to 50 pounds, such as utility hole covers, pumps, motors, etc.
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Revised 8/25/2016

Position Description Acknowledgement

Position Title

Assistant Division Manager–Wastewater

Revised/Updated

8/25/16

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date