

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Wastewater Facilities
Classified, GRADE 16
FLSA exempt position

**ASSISTANT DIRECTOR OF PUBLIC WORKS -
WASTEWATER FACILITIES DIVISION**

GENERAL STATEMENT OF DUTIES: Plans, directs and organizes the maintenance, laboratory testing, sludge disposal, and operations of the Wastewater Treatment Facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single position is responsible for managing the entire scope of services provided by the wastewater collection, conveyance, and treatment facilities. The incumbent ensures that Federal, State, and local standards are met while the operating and maintenance expenses are kept to a minimum. The work is performed under the general supervision of the Director.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; mental acuity is required for making rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

EXAMPLE OF WORK: (Illustrative only)

Direct the activities of the Administrative, Maintenance, Operations, Laboratory, and Solids Handling sections;
Review work schedules, data sheets, daily logs, and daily reports;
Guide staff in troubleshooting machinery and equipment;
Review discharge and related reports and assure compliance with regulations;
Coordinate the testing of new products;
Review laboratory results, safety procedures, and requests for new equipment
Coordinate training programs for employees;

Review all sludge disposal permits for accuracy of land application;
Direct the activities of clerical assistant and the inventory staff;
Coordinate preparation of annual budget for Division;
Review all purchase requisitions and specifications of all items ordered;
Conduct plant tours for interested persons and address interested civic and educational groups;
Meet with staff to maintain good communications between management and employees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the principles, practices, and procedures of the various operations of a wastewater facility; comprehensive knowledge of the Federal, State, and local laws and regulations pertaining to the operation and disposal of techniques of wastewater treatment; extensive knowledge and experience in training, motivating, and directing work of many employees through section foreman and supervisors; experience in budget preparation and store keeping; ability to coordinate the work of a complex engineering program; ability to supervise the work of others; ability to establish and maintain effective working relationship with staff, coworkers, County officials and the public; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelors degree from an accredited four (4) year college or university with major work in civil, chemical, or sanitary engineering or biological sciences or related field and extensive experience in the managing, operation, and maintenance of a wastewater, collection, treatment, and disposal facility in a significant supervisory position; or any combination of experience, and training which provides the required knowledge and skills

ADDITIONAL REQUIREMENTS: Possession and retention of or ability to obtain within one year, a valid Class IV Wastewater Treatment Facility Operator's license issued by the State of Delaware. Possession and retention of a motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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