

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

WASTEWATER OPERATIONS ENGINEER

GENERAL STATEMENT OF DUTIES: Plans, directs and organizes the technical aspects of the construction, expansion, improvement, maintenance, and operations of the Wastewater Treatment Facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single position is responsible for providing and managing professional engineering and oversight services of the wastewater collection, conveyance, and treatment facilities. The incumbent ensures that project goals and Federal, State, and local standards are met while the operating and maintenance expenses are controlled. 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)

Design, evaluate, and troubleshoot wastewater facility improvements, upgrades, and processes;
Develop, implement, and manage wastewater related capital projects and programs;
Establish budgets and schedules, oversee progress and initiate solutions for assigned projects;
Manage, organize, and coordinate activities of consultants, engineering firms, construction managers and contractors to ensure compliance and effective performance;
Conceptualize and develop short and long range strategic plans for wastewater infrastructure or systems;
Inspect and supervise the repair of treatment plant systems, water quality equipment, sewer collection systems, pumping stations, and meters at frequent intervals to insure that all aspects of the systems are functioning properly;
Develop and oversee short and long-term planning of systems and capital improvement projects;

Recommend, implement, and update standard operating procedures to increase productivity and efficiency of personnel and facilities;
Oversee loss control and prevention, safety programs, and organizational training and cross training to increase technical skill and knowledge to result in increased productivity and performance;
Analyze annual operating costs and make recommendations for purchases and budget, including capital improvements and heavy equipment purchases;
Evaluate and recommend best practices in the wastewater/engineering field for implementation;
Coordinate projects, programs, budgets, work schedules and staffing needs with co-workers;
Guide, direct and motivate employees to achieve efficiencies.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of engineering principles, practices, and procedures in municipal wastewater treatment operations; comprehensive knowledge of the Federal, State, and local laws and regulations pertaining to the operation and disposal of techniques of wastewater; considerable knowledge of the occupational hazards and safety precautions that should be employed in water and wastewater operations; extensive knowledge and experience in training, motivating, and directing work of employees through section foreman and supervisors; knowledge of the permitting procedures required by state, federal, and local regulations and their application to water and wastewater operations; experience in budget preparation and procurement procedures; 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 including four or more years of broad-scope high level management; or any combination of experience, and training which provides the required knowledge and skills

ADDITIONAL REQUIREMENTS: Registration by Delaware Association of Professional Engineers as a professional engineer or the ability to obtain professional registration; possession and retention of or ability to obtain within the minimally required time frame, a valid Class II Wastewater Treatment Facility Operator's license issued by the State of Delaware, with higher incremental progression thereafter. 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. 11/14/17