

Title: Assistant Director of Public Works-WWF
Department: Public Works
Division/Office: Wastewater Facilities Division



Grade 2126; FLSA Exempt position; Category: Classified; Job Code: AWWF; Rev.:07/01/2021

General Description

The purpose of this position is to plan, direct and organize activities of the WWF Division. Manages the entire scope of services provided by the wastewater treatment facility and its associated collection/conveyance system. Ensures that Federal, State, and local standards are met while minimizing operating and maintenance expenses.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Reviews plant data and key performance indicators to find trends and ways to improve plant performance.
- Directs and meets with plant personnel and supervisors and discuss data, plant issues, collection system issues and basic problems on a daily basis to ensure compliance.
- Reviews the compliance DMR (daily monitoring report) to ensure compliance obligations are met.
- Ensures all state and federal monitoring reports are completed and submitted within mandated deadlines.
- Maintains communication with state regulators.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree from in civil, chemical or sanitary engineering or biological sciences or related field supplemented by two (2) years of experience in a supervisory position (Direct Responsible Charge) managing the operation and maintenance of a wastewater collection and treatment system or a combination of experience, education and training.

Additional Requirements:

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

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; 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, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Possession and retention of a valid Wastewater Operator license issued by the State of Delaware at an appropriate level determined by the Public Works Director.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement