

POSITION: Chief – Wastewater Division

GRADE: 12N

FLSA: Exempt

DATE: 2/02; Grade changed 07/06; Revised 12/12; Revised 08/17

Position Summary: Working under the direction of the Deputy Director of Public Works, leads the Wastewater Division of the Cecil County Department of Public Works in providing wastewater collection and treatment services to the County's sanitary sewer customers; oversees and directs the operation and maintenance of the County's wastewater facilities; performs other duties as assigned.

Essential Functions:

1. Working thru subordinate managers, directs the daily operations of the Wastewater Division of the Cecil County Department of Public Works;
 2. Advises the Deputy Director and Director of Public Works on issues related to the provision of sanitary sewer service and the County's Wastewater Enterprise Fund;
 3. Develops and implements policies, procedures, and management controls for the safe, efficient and effective operation of Wastewater Division in fulfilling its assigned mission;
 4. Oversees the operation and maintenance of all County wastewater facilities; ensures compliance with discharge permits and other regulatory requirements of the US Environmental Protection Agency, Maryland Department of the Environment, and other federal, state, and local regulatory agencies; ensures required reports and other documentation is properly prepared and submitted in a timely manner, ensures all required records, including but not limited to laboratory testing records, equipment maintenance records, contract documents, etc., are maintained;
 5. Prepares and manages Wastewater Division's annual operating budget; provides input to assist in the development of the Wastewater portion of the Capital Improvement Program budget;
 6. Hires, trains, develops and disciplines employees as required; prepares employee performance evaluations;
 7. Investigates and attempts to resolve customer complaints;
 8. Performs other duties as instructed and assigned.
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Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of the operation and maintenance of sanitary sewer collection systems and wastewater treatment plants, including operations, machinery, equipment, and processes;
 2. Thorough knowledge of appropriate safety and emergency procedures;
 3. Basic knowledge of and ability to employ proper testing techniques and required laboratory analysis;
 4. Ability to prepare accurate and complete reports as required by local, State, and Federal regulatory agencies;
 5. Ability to train, manage, schedule, assign, evaluate, and supervise the work of employees;
 6. Ability to work effectively with customers to resolve problems;
 7. Effective verbal and written communications skills.
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Education and Experience:

1. Possession of an Associate's Degree in civil engineering technology, environmental science, business administration, public administration or closely-related field from an accredited college or university or an equivalent combination of education and experience;
2. Five (5) or more years' experience in a Class 5S wastewater treatment plant, with at least 2 years in a supervisory position;
3. Possession of Class 5SA Wastewater Operator Certificate;
4. Possession of Class 3 Water Operator Certificate;

5. Successful passage and maintenance of the State Superintendent examination and certification;
 6. Valid driver's license required; Commercial Driver's License preferred.
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Physical and Environmental Conditions: Work demands occasional strenuous effort; i.e., handling of moderately heavy tools, equipment, or materials, or walking, climbing, sitting, or standing in a fixed position for extended periods of time.

Work environment involves moderate risk with exposure to potentially dangerous situations, which require a range of safety and other precautions, i.e., hazardous chemicals and materials or extreme weather conditions. The employer shall not permit respirators with tight-fitting face pieces worn by employees who have facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function; or any condition that interferes with the face-to-face piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, the employer shall ensure that such equipment is worn in a manner that does not interfere with the seal of the face piece to the face of the user.

This position is considered Emergency Essential meaning that the incumbent may be required to report to or remain on duty when County offices are closed due to inclement weather or for other reasons. An employee in this position may be required to work shift work, overtime, weekends and holidays and be available for a call back to work if the circumstances so require.

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.