

# TOWN OF APPOMATTOX

## POSITION DESCRIPTION

JOB TITLE: Director of Public Works

GRADE:

DEPARTMENT: Treatment

FLSA STATUS: Non-exempt

REPORTS TO: Town Manager

DATE PREPARED: August 5, 2010

**GENERAL DESCRIPTION:** Performs technical and administrative work in planning, direction and operation of the municipal wastewater collection and treatment systems; and, water production, distribution and treatment systems and the activities of the Department of Public Works. The individual provides supervision and instruction to employees working at the wastewater treatment facilities. The position is responsible for water and wastewater treatment standards and compliance to standards established by the Virginia Department of Environmental Quality, Virginia Department of Health and USEPA.

**ESSENTIAL DUTIES:** Supervises the operation of the municipal wastewater treatment facilities and directs treatment process changes to provide operation within acceptable control limits; gives directions and instructions to plant operators; provides developmental training to operators in lower license class categories; plans and supervises work assignments; ensures operators conform to standard safety practices; responsible for maintenance on pumps, motors, valves, controls, and other related equipment; inspects machinery, lift stations and wells for proper operation; monitors and evaluates control gauges and operating charts; makes recommendations for new equipment and/or systems changes as required; takes samples, conducts chemical and bacteriological tests, analyzes results; adjusts or directs treatment process changes as necessary; communicates and coordinates with Town officials and regulatory agencies to ensure compliance with rules and treatment parameters; ensures proper chemical solutions; adds or adjusts chemicals as necessary; requests the purchase and maintenance of an inventory of supplies and replacement equipment to assure continuous operations; checks, prepares and maintains plant operations reports, including, the preparation of all monthly reports to the State Departments (DEQ and VDH), Town Council and Town Departments; prepare, submit and monitor annual budgets for the Public Works, Water and Sewer departments; plans, directs and manages all sewage, water, streets, sanitation and building function of the Town; directs and supervises subordinate supervisors, trades foremen, and skilled and semi-skilled employees engaged in public works construction and maintenance activities; prepares costs estimates and plans for construction projects; prepares requisitions for equipment, supplies, and materials; maintains records of supplies expended and on-hand; maintains employee time records; supervises the maintenance of all public works equipment; supervises the construction and maintenance of streets; sewers and water mains; performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge in the operation of wastewater treatment systems and the machinery and equipment utilized for pumping, filtering and treatment; thorough knowledge of analytical procedures of chemistry and bacteriology as applies to water purification; ability to communicate, plan, assign and supervise treatment operations workers; ability to communicate orally or in written reports to municipal and governmental officials on treatment processes and plant facilities; knowledge of the occupational hazards connected with processes and facilities and of necessary safety precautions; knowledge and ability to use Material Safety Data Sheets and handling chemical materials in various states (solid, liquid, & gas); ability to provide technical development of workers in achieving operator's class status upgrading.

The above job description is not intended to be construed as a complete listing of the assignments that may be given to any employee, nor are such assignments restricted to those precisely listed in the description.

## TOWN OF APPOMATTOX POSITION DESCRIPTION

**ACCEPTABLE EXPERIENCE AND EDUCATIONAL TRAINING:** High school diploma or general education degree (GED) required, preferably a college degree from an accredited university, in management, business administration and/or engineering or equivalent work experience.

**SPECIAL REQUIREMENTS:** Possess a Class III license for wastewater treatment issued by the Commonwealth of Virginia. Possess or be able to obtain a Class III license for water treatment issued by the Commonwealth of Virginia within eighteen (18) months of employment. Class B Commercial Driver's License (CDL) issued by the Commonwealth of Virginia.

The above job description is not intended to be construed as a complete listing of the assignments that may be given to any employee, nor are such assignments restricted to those precisely listed in the description.