



## POSITION DESCRIPTION

<b>CLASS TITLE: DIRECTOR OF WASTEWATER SERVICES</b>	<b>CLASS CODE: WW01</b>
<b>DEPARTMENT:</b> Wastewater Services	<b>PAY GRADE: 72</b>
<b>REPORTS TO:</b> JIPSD District Manager	<b>FLSA:</b> Exempt
<b>SUPERVISES:</b> Wastewater Administrative Assistant II, Assistant Director of Wastewater Services, Sewer Rehabilitation (SSES) Inspector & Wastewater GIS Coordinator	<b>REVISED:</b> 03/23/2022

### **PURPOSE AND SCOPE:**

Performs under the general direction of the JIPSD District Manager to direct JIPSD's Wastewater Collection Services operations and maintenance functions. This position is designated as **Essential** in the event the District's Emergency Operation Plan is activated. Position incumbent is required to be available as needed on a 24/7 basis.

### **ESSENTIAL FUNCTIONS:**

% Time (Total of Essential Functions Must Equal 100%)

- 40%    Operations: Directly responsible for the JIPSD's Department of Wastewater Services functions. Including but not necessarily limited to: maintenance/repair/oversight of: construction of collection systems infrastructure; construction of sewer lines; review of plans and specifications; management of engineers and developers to ensure proper design; associated public relations, and JIPSD's Geographical Interface System (GIS). Expected to be able to provide hands on direction to the Assistant Director of Wastewater Services & Crew Chief and participate in rotation of "On-Call" status. Ability to give instruction and / or perform emergency repairs on valves, pump stations, and arteries of Wastewater collections system.
- 35%    Personnel: Responsible for the management of personnel as it relates to hiring, training, supervision & management, recognition & appreciation, coaching, counseling, discipline & terminations. Conducts, reviews, and approves all performance evaluations and personnel actions of Wastewater Services Employees in accordance with JIPSD Human Resources policies and guidelines. Ensures the Wastewater Services Employees are cross trained to meet operational demands. Promotes communication channels, teambuilding activities and initiatives to maintain a fair, positive and engaging work environment.
- 10%    Budget: Prepares annual departmental budget; monitors expenditures and capital projects budgets; prepares cost estimates for district projects; develops and manages capital improvement projects; directs the preparation of plans, specifications, cost estimates, and contract documents. Works with Director of Finance to prepare grant requests and to administer wastewater grant programs. Submits proposal of fiscal budget to the District Manager for approval. Operates within and conforms to the approved Wastewater Services fiscal budget for acceptable performance. Develops projections of current and future Wastewater Services Asset/Vehicle needs/Rates.

10% Safety & Compliance: Directly responsible to ensure Safety training is conducted and adherence to Safety Policies are enforced within the Wastewater Services environment. As a member of JIPSD's Leadership Team, is responsible for actively participating in the championing of JIPSD's Emergency Operations Plans, as well as initiating the activation and execution of established EOP processes & guidelines as it pertains to Wastewater Services, Facilities Maintenance & Security, Information Technology and JIPSD. Ensures the training, adherence, application, implementation, and execution of all JIPSD Safety policies within the Department of Wastewater Services and supports all JIPSD when applicable. Maintains knowledge of JIPSD operating policies, personnel policies, emergency, safety policies, OSHA, and other applicable legal regulations necessary to direct the operations of JIPSD's Department of Wastewater Services. Serves as a role model to the JIPSD community exhibiting integrity and safety.

5% Strategic Planning: As a member of JIPSD's Management Team, is responsible for actively participating in the development and championing of JIPSD's Strategic Planning as well as contributing toward the achievement of the established goals and objectives. Responsible to implement strategic plans within the Department of Wastewater Services and ensure Employees have a clear understanding of how they support and contribute to the strategic objectives of JIPSD. Serves as a role model of all core values, vision and mission of JIPSD.

100% = Total Essential Functions

#### **MARGINAL FUNCTIONS:**

- Provides technical assistance to colleagues as needed.
- Works On-Call rotation.
- Performs other duties as assigned.

#### **EQUIPMENT:**

Light duty truck, copy machine, calculator, computer, printer, software, blueprints, public records, reference books, schematics, diagrams, panel meters, drafting instruments, hardhat, safety glasses, protective clothing, measuring instruments, electrical test equipment, gas detector, charts, contracts, directives, documents, forms, manuals, publications, reference books, schedules, specifications, steel toe boots, ear plugs, radio transmitter and receiver, facility security systems, ESRI GIS & Work Order System, SCADA, .

#### **WORKING CONDITIONS:**

Working inside most often and outside, as required. Subject to atmospheric conditions - one or more of the following conditions may affect the respiratory system or the skin; FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION. Position will require availability for emergency situations 24/7 and participation in the "On-Call" rotations.

#### **HAZARDS:**

Conditions or situations in which there is risk of danger to life, health, or bodily injury. Includes a variety of physical hazards and conditions, such as performing tasks in inclement weather, proximity to moving mechanical parts, electrical shock, gas line explosions, exposure to toxic chemicals and biological agents, deadly gases, combustible gases, insects and snakes.

#### **PHYSICAL DEMANDS CATEGORY:**

**SEDENTARY.** Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 10 lbs., negligible frequent lifts, negligible constant lifts, and a MET level of between 1.5 to 2.1.

Note: See also job descriptions for Assistant WW Director, Electronic Control Specialist, ewater Sewer Rehabilitation Inspector, Lead WW Technician, and Lead WW Pump Technician, Lead Vac Truck Technician and GIS Coordinator. On a very infrequent basis, the Director of Wastewater Services may be required to perform the duties of subordinates which, in the Vac Truck Tech positions, are in the HEAVY PDC level. HEAVY is defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 100 lbs., frequent lifts up to 50 lbs., constant lifts up to 20 lbs., and a MET level of 6.4 – 7.5.

**PHYSICAL JOB DEMANDS:**

	<b>Not Required</b>	<b>Infrequent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
<b>Standing</b>			X		
<b>Walking</b>			X		
<b>Lifting</b>		100#			
<b>Carrying</b>		100#			
<b>Push/Pull</b>		100#			
<b>Climbing</b>		X			
<b>Balancing</b>		X			
<b>Bending</b>		X			
<b>Kneeling</b>		X			
<b>Crawling</b>	X				
<b>Reaching</b>			X		
<b>Handling</b>				X	
<b>Squatting</b>		X			
<b>Sitting</b>					X

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to abide by and champion JIPSD's Core Values, Vision & Mission.
- Ability to consider/act in the best interests of JIPSD as a whole at all times.
- Ability to use good judgment and make sound decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively manage multiple responsibilities and priorities at the same time.
- Ability to effectively motivate, plan, delegate, coordinate, supervise & direct the work of others.
- Working knowledge of leadership, business administration, management, and supervision.
- Knowledge of GIS mapping & software, and the geography of JIPSD.
- Knowledge of wastewater system design and construction techniques, codes, and standards.
- Knowledge of standards rules & regulations of DHEC, OSHA, and knowledge of the National Incident Management System (NIMS) of the Federal Emergency Management Agency (FEMA).
- Knowledge of the Supervisory Control and Data Acquisition (SCADA) industrial control system.
- Knowledge of electrical principals as it relates to the department infrastructure.
- Knowledge of the practices, procedures, rules, and regulations of JIPSD, the Department and neighboring jurisdictions concerning wastewater treatment.
- Skill in the operation of computers and computer software, including tracking, planning, scheduling, word processing, spreadsheet, presentations, and database programs.
- Ability to interpret blueprints and construction design plans.
- Ability to communicate technical and other information well, both orally and in writing.



- Understanding of water hydraulics with a knowledge of pumps and electrical controls.

#### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- A Bachelor of Science Degree in Civil Engineering, Environmental Engineering or closely related field plus ten (10) years experience (and at least six years of which were in an increasingly responsible supervisory capacity) in management or construction with emphasis on wastewater systems; or any combination of education, training, and experience, which provides the required knowledge, skills and abilities to perform the position successfully.
- Must possess a valid South Carolina Driver's License.

Position incumbents must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so may result in termination of employment:


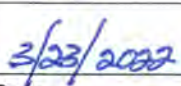

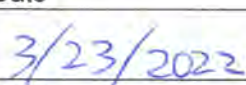
- South Carolina Wastewater Collection System Level A Certification (within 4 years)
  - South Carolina Wastewater Collection System Level B Certification (within 2 years)
  - South Carolina Wastewater Collection System Level C Certification (within 1 year)
  - South Carolina Wastewater Collection System Level D Certification (within 6 months)
- (License reciprocity may be applicable)

- NIMS 100      - NIMS 700      - NIMS 800      - NIMS 200      - NIMS 201      - NIMS 300
- NIMS 552      - NIMS 554      - NIMS 556      - NIMS 558      - NIMS 559      - NIMS 703
- NIMS 2200

#### **NOTES:**

- The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All Employees entering into this position title on or after the revised date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

#### **MANAGEMENT REVIEW/APPROVAL SIGNATURES:**

 Human Resources Review	 Date
 JIPSD DISTRICT MANAGER'S APPROVAL	 DATE

I certify that I have received a copy of this Position Description:

\_\_\_\_\_  
Associate's Name – Please Print Legibly

\_\_\_\_\_  
Associate's Signature

\_\_\_\_\_  
Date

*James Island Public Service District is an Equal Opportunity Employer and Provider, An At-Will Employer, and a Drug-Free Workplace.  
We Participate in E-Verify.*