



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	816-1600-001	Last Revised:	06/14/2013
Position Title:	Manager, Waste Water Facilities	Department:	Waste Water Treatment Plant
Reports to:	Vice Chief	Division:	Utilities & Sanitation

Primary Function: Performs professional, technical, administrative and supervisory duties related to the WWTP system. Maintains and operates the treatment plant, related systems and programs in the most efficient and cost effective manner possible, and in compliance with all local, state and federal laws, regulations, ordinances, policies and permits.

Job Duties and Responsibilities:

- Coordinates and supervises the operation and maintenance of the WWTP, the related laboratory facilities and pump station system.
- Directs and assigns the work of personnel engaged in the operation and maintenance of the WWTP and system.
- Compiles data and participates in the preparation of studies of the WWTP and system performance and makes recommendations for improvements and operational changes.
- Participates in the preparation of WWTP budget and oversees the expenditures of allotted funds. Makes adjustments as needed.
- Assists in sludge removal procedures, drives such equipment as dump truck.
- Plans, coordinates and supervises all safety regulations and related training, such as Biohazard Hygiene Plan, Lockout/Tag out Program, Emergency Response Plan and others; and ensures compliance of subordinates.
- Maintains specified records, files and logs of WWTP operations and activities and compiles data, prepares reports and complies with all reporting requirements to regulatory agencies- local, state and federal.
- Plans the requisition of parts, materials and supplies. Performs stand by duties as required by supervisor and is on call to respond to emergencies, considered essential personnel and required to respond appropriately.
- Plans, supervises and performs the maintenance and repair of machinery, equipment, buildings, and grounds.
- Monitors, implements, and fully complies with required maintenance and reporting as mandated through the U.S. Environmental Protection Agency under the Clean Water Act, as amended (33 USC 1251 et seq.).
- Performs various administrative tasks for WWTP including personnel related functions, data entry, etc.
- Conducts personnel evaluation and recommends actions such as promotions, hiring, terminations, disciplinary actions, etc.
- Investigates public complaints and takes appropriate action.
- Performs job duties according to established safety procedures and tribal policies.
- Performs other duties as required.

Education /Experience:

Completion of two years college and/or technical training in Waste Water Treatment Plants is required, along with practical job experience in the field of up to two years. Up to one year of work experience in the position would be required to become proficient in most phases of the job.

Job Knowledge:	Must have a considerable knowledge of Waste Water Treatment theory, principles, practices, processes, techniques, and the procedures used in Waste Water Treatment system. Requires an understanding of the chemical and biological analysis and treatment functions. Must have a considerable knowledge of local, state and federal policies and regulations governing Waste Water Treatment Plant operations. Must be skilled in the use of WWTP equipment, tools and materials and know operations and maintenance procedures of same. Requires the ability to complete administrative tasks, supervise, communicate effectively and coordinate the assigned operation. Requires the ability to maintain records files and logs of the WWTP compile data and prepare specified reports. Requires the ability to meet the tribal officials and business representatives and maintain a positive professional relationship. Requires the ability to plan and implement assigned budget. Requires computer and math skills. Must hold a valid North Carolina Class "C" driver's license, and Grade III certification (WWTP Operator).
Complexity of Duties:	Exercises analytical judgment, identifies problems, and develops courses of action solutions to problems. Follows established procedures and guidelines for normal job duties. Encounters non-routine situations frequently requiring application of complex mental effort. Emergencies requiring fast response could occur.
Contact with Others:	Interacts frequently with coworkers, professionals and regulatory agencies. Courtesy, tact and etiquette are required.
Confidential Data:	Has access to WWTP personnel files, budgets and management discussions which would not be in the best interest of those involved to disclose. Must adhere to all tribal confidentiality policies and procedures.
Mental /Visual /Physical Effort:	Close attention to detail and concentration are required while evaluating situations, planning and problem solving. Job duties require physical movement around the various components of the WWTP system. Must climb, reach with hands and arms, bend, stoop, crawl, kneel, speak and hear. Manual dexterity and visual acuity are required. Good eye/hand/foot coordination is needed. Emergency situations and fast response decisions can occur.
Environment:	Exposed to varied conditions including all types of weather, water, odor, and biohazards or toxic conditions which could be present for short or extended periods of time and in varying degrees. Works in a WWTP, outside, laboratory, and business office environments. Must have specified health inoculations.
Extent of Supervision:	Has total responsibility for the WWTP operations, efficiency and productivity. Carries out supervisory responsibilities in accordance with policies, procedures and applicable laws. Duties include hiring, training, counseling, evaluating and disciplining employees.
Scope of Supervision:	Oversees the work activities of eight employees.
Supervision Received:	Works under the general direction of the Vice Chief. Plans, coordinates, and oversees the daily duties of WWTP personnel. Refers unusual situations and circumstances to manager.
Responsibility for Accuracy:	Maintains high standards of accuracy in exercising duties and responsibilities. Must take immediate action to correct errors which could range to major, extensive, or life threatening. Far reaching errors could result in legal action, fines or penalties.

