



Eastern Band of Cherokee Indians

SUPERVISOR – BIOLOGICAL / WASTE WATER OPERATOR

Position Description

Program:	Waste Water Treatment	Reports to:	Manager - Waste Water Facilities
Division:	Operations	Position Number:	981616002
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	14	Safety Sensitive:	Yes

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

In direct supervision of assigned employees; also, in the absence of the manager will be in complete charge of Waste Water Treatment Plant. Performs a variety of technical, operational, and maintenance duties within the WWTP, lift stations, and package plants, in the most efficient and cost-effective manner. Must comply with applicable Federal, State, and local laws, regulations, ordinances, policies, and permits.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Oversees the Waste Water Treatment Plant operations.
- Fills in for manager as requested and assists with EPA inspections audits.
- Gives work assignments to coworkers as required, and conducts personnel evaluations and recommends actions.
- Maintains records, logs, and shift reports of WWTP operations and assists in the training and instruction of new employees.
- Monitoring the plant's operation observation, mechanical readings and the results standard chemical and biological lab results to make the necessary adjustments in the process as conditions or treat results indicate conditions or teat results indicate.
- Runs and maintains belt press, lime stabilization for biosolids.
- Compiles data and participates in the preparation of studies of the WWTP and system performance and makes recommendations for improvements and operational changes.
- Makes regular inspections of plant and checks screens, engines, generators, pumps, settling tanks, filters, clarifiers, UV sterilization system, and other equipment for proper functioning; and performs preventive maintenance when required.
- Monitors, implements and fully complies with required maintenance and reporting as mandated through the U.S. EPA under the clean water act, as amended (33 USC 1251 et seq).
- Regulates and adjusts motors, pumps, blowers, valves, and other apparatus to meet changing operating conditions.
- Measures the solid levels in all holding tanks or basins.
- Monitors, records data, checks log, and inspects all monthly plant EPA rounds reports for accuracy.
- Participates in training and safety programs as required.
- Drives dump truck to composting area to dump solids and operate heavy equipment such as bobcat and backhoe.
- Plans, supervises, and performs the maintenance and repair of machinery, equipment, buildings, and grounds.

Position Description

- Maintains “on-call” status at all times to respond to emergencies/weather situations, is considered essential personnel and required to respond appropriately.

Scope of Supervision:

This position is supervised by program leadership.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Eight (8) years of related experience required.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NC Driver’s License required. Class B CDL License required. A NC Grade III Certification required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Requires working knowledge of the operating characteristics and maintenance requirements of the WWTP.
- Must have a working knowledge of the occupational hazards of the work and equipment or processes and institute remedial action.
- A thorough knowledge of safety regulations is required.
- Must be familiar with all operations and procedures within the WWTP.
- Maintains records and logs of system operation and prepares specified reports.
- Must possess good mechanical skills and attitude.
- Requires the ability to oversee assigned shift operations and fill in for the manager as required.
- Requires the ability to complete administrative task, supervise, communicate effectively, and coordinate the assigned operations.
- Requires the ability to meet the Tribal Officials and Business Representatives and maintain a positive professional relationship.

Safety/Accuracy Focus:

This position has been designated safety-sensitive based on position tasks. Required to perform preventive maintenance on all equipment as well as major and minor repairs (e.g., tear down and rebuild pumps, blowers, calibrate instruments, gauges, meters, etc.) as needed. A high degree of responsibility for all types of equipment is required. Improper operation of the plant and facilities is a violation of state and federal regulations, which could result in substantial fines. Contamination of local rivers and streams may cause sickness and possible serious illness to those coming in contact with it.

Key Relationships:

Carelessness on the part of the supervisor may result in serious injury to others. Interacts frequently with co-workers, professionals, and regulatory agencies. Courtesy and professionalism is required at all times.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows established procedures and well-defined guidelines in the performance of duties. Must analyze situations, develop solutions, and respond appropriately. Occasionally non-routine situations require more complex mental effort. Must be able to work closely with others, and also be able to work alone. Receives direction from WWTP Manager.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

Position Description

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

A NC Grade III Wastewater Certification and 8 years of experience.

WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the work environment. Works in both inside and outside environments. Subject to inclement weather, extreme hot or cold, odors, and toxic conditions. Frequently exposed to biohazards, unsanitary conditions, hazardous gases, toxic chemicals, and high electric voltage. Exposed to heavy equipment with moving mechanical parts. Proper procedures, equipment and practices are required at all times. Specified inoculations are required. Incumbent must wear the proper safety clothing or equipment to fit the task being performed at the time such as gloves, glassed, hearing protection, etc.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. May occasionally be required to lift 75 pounds when replacing a motor. Visual acuity to read gauges, dials, and observes moving parts of machines. Mental effort to record and review written records. Physical requirements of the job include manual dexterity, speaking, and hearing, balancing, stooping, walking, lifting, climbing ladders, and standing for long periods of time. Requires visual acuity, mental dexterity, good eye/hand/foot coordination, and sense of smell.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

ACKNOWLEDGMENT

I have reviewed the content of the **Supervisor – Biological / Waste Water Operator** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date