



Town of Kingston Springs
Wastewater Treatment Plant
JOB DESCRIPTION

Classification Title:	Wastewater Systems Director
Department:	Sewer Treatment
Revision Date:	3-27-2023
Reports To:	Town Manager
Employment Status:	Full-Time Employee
FLSA Status:	Exempt- Administrative Exemption

The Town of Kingston Springs, Tennessee, is looking to hire a Director for our Wastewater Treatment Operations. System information, job functions, and qualification requirements are below. Please contact the Kingston Springs City Manager with questions at citymanager@kingstonsprings-tn.gov
Please submit resumes to:

Email to:
City Manager/Wastewater Plant Director Application
citymanager@kingstonsprings-tn.gov

or Mail to:
City Manager/Wastewater Plant Director Application
P.O. Box 256
Kingston Springs, TN. 37082

Resume submittal deadline is Friday, May 19, 2023

JOB SUMMARY

This position reports to the Town Manager and is responsible for the overall function and accuracy of the Town's Wastewater Operations and maintenance of the plant and collection system. This includes oversight of departmental staff, daily and weekly quality testing, sewer line maintenance, pump maintenance, emergency sewer and septic calls, monthly report submission to the State of Tennessee, departmental budget, and other wastewater job oversight duties as needed.

SYSTEM OVERVIEW

- Kingston Spring Sewer System established in 1989.
- STEP/STEG System – Gravity Fed with 12 Pump Stations.
- Treatment Plant on approximately 9.5 acres includes 3 lagoons, lab, chlorine chamber, outbuildings.
- Output permitted at 250,000 gallons per day – current estimated average of 125,000 gallons per day.
- Number of Sewer customers: 750+

ESSENTIAL FUNCTIONS OF THE JOB

- Oversight of daily, weekly testing of water at wastewater plant and assure accuracy of daily wastewater testing.
- Responsible for the overall function and wastewater collection system and compliance with permit requirements.
- Conduct final inspection of New Construction septic tank installations.
- Submission of monthly discharge monitoring report (Net DMR report) to the State of Tennessee
- Plan and monitor wastewater department budget ensuring purchases are made in accordance with town policy and procedures.
- Oversight of emergency sewer and septic calls within the town's sewer system and direction of required response to resolving issues.
- Maintains open communication with Town Manager on all activities related to this position and communicates any needs for the town's wastewater operations.
- Responsible for long range planning for capital improvements and projects.
- Perform other duties as assigned.
- Safely operate heavy equipment.
- Oversight of general maintenance and repair for all department vehicles and equipment.
- Oversight of general repair and maintenance of department buildings and grounds.
- Plans, directs, and reviews the work of Wastewater personnel.
- Ensures standard operating procedures for operations, maintenance, laboratory, and regulatory requirements are developed and implemented and that staff is trained and tested on procedures.
- Oversight of onsite wastewater lab.
- Identify Wastewater Department project goals, objectives, and scope, and create project plans that outline the tasks, timelines, and resources required.
- Communicates with all current and future project stakeholders, manage risks and issues, and monitor progress to ensure that the project stays on track.
- Manage project funding and budgets and make informed decisions to ensure the project stays within cost parameters.
- Personnel Management: Assigns, trains, supervises and evaluates subordinate staff; is responsible for matters pertaining to training, personnel development, safety, discipline, evaluations, staffing levels and scheduling, recruitment, and retention issues in collaboration with Human Resources and standard operating procedures and policies.

REQUIRED KNOWLEDGE AND ABILITIES

- Ability to operate effectively and efficiently in a team environment.
- Self-motivated (ability to work without supervision).
- Knowledge of general maintenance and safe operation of vehicles, tools, and equipment necessary for general maintenance of buildings and grounds.
- Knowledge of occupational hazards involved and safety precautions necessary in performing maintenance, construction, and repair work.
- Applicant must be able to problem solve, work independently, efficiently, and work in adverse weather conditions.
- Ability to use tools, including power tools. Ability to perform strenuous work, including heavy lifting.
- Ability to work under adverse weather conditions.
- Ability to carry out oral and written instructions.
- Ability to occasionally work nights and weekends when scheduled.
- Ability to communicate effectively with the public, supervisor(s), and co-workers.

QUALIFACTIONS

- High school diploma or equivalent.
- Must currently have and maintain Grade 1: Collections System Operator.
- Must currently have and maintain Biological/Natural Operator Certification.
- Project Management and Project Oversight experience a plus.
- Must be in good standing with the Tennessee Department of Environment and conservation and the Tennessee Division of Water Resources.
- Must maintain a current valid driver's license.

EQUIPMENT OPERATED

Working outside in the elements such as heat, cold, rain and sun. Potential for high levels of pollen, dust, and other irritants typical with outdoor conditions and maintenance garage. Potential to work occasionally at night and during weekends. Standing, walking, working, and driving around or within moving traffic. Working in a maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals. Work may occasionally be required to be performed within confined spaces.

WORKING CONIDITIONS

- Working conditions are primarily in an office environment.
- Working environment is office setting with some lifting of office supplies weighing up to 20lbs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload, etc.).

The Town of Kingston Springs will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Town of Kingston Springs. Contact the Town's City Manager at citymanager@kingstonsprings-tn.gov with any questions or requests for accommodation.