

JOB DESCRIPTION

POSITION SPECIFICATIONS:		<i>To be completed by Compensation:</i>	
Date:		Job Code:	VN0810
Title:	Plant Manager I	FLSA Status:	Exempt
Department:		Job Family:	
Reports To: (Title)		Pay Grade:	
Direct Reports:		Survey Source:	
POSITION PURPOSE			
<i>Provide a brief description as to the primary purpose of this job (no more than three to five sentences).</i>			
Plans, organizes and manages the daily operation, maintenance and testing of a water and/or wastewater system, collection system or biosolids facility. Assures compliance with established environmental, safety, operating, standards, policies and emergency response procedures. Maintains ongoing client interface to keep client informed and enhance client relations.			
PRIMARY DUTIES / RESPONSIBILITIES			
<i>List essential job functions; describe in terms of actions (verbs) and desired outcomes in order of most important first.</i>			
<small>To comply with regulations by the American with Disabilities Act (ADA), the duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.</small>			
<ol style="list-style-type: none"> 1. Manages daily operation and maintenance and ensures compliance with operational, QA/QC, safety, environmental, and performance metrics. Typically works through Operations, Maintenance and/or Lab Supervisors to ensure that plant resources are being utilized to achieve project objectives. Teaches cost control and provides effective counsel / direction, especially where corrective actions are needed. 2. Manages the human resource functions of the facility or unit including hiring and firing, salary and job change actions, and coaching and counseling team. Works with the HSE and training team to ensure that all personnel receive safety and process training. Coaches and counsels team to improve technical skills and interpersonal and problem resolution skills. Works to identify and provide opportunities for the team to learn new skills and techniques. Administers labor agreements to ensure compliance and effectively deal with representative labor union(s). 3. Reviews and evaluates water reports, records, logs, and graphs to confirm adequacy of present and projected water needs. Ensures that uniform monitoring and recordkeeping are performed facility-wide. Prepares reports concerned with chemical and bacteriological analyses of water for administrative purposes and regulatory agencies. 4. Administers client contracts to ensure compliance and customer satisfaction and prompt identification and client notification of scope changes. 5. Performs all baseline client relations duties, including preparation and presentation of progress and special reports. 6. Participates in client meetings, special award programs and handles resolution of client service problems in a professional manner. 7. Assists with the preparation and/or review of reports to regulatory agencies and assists with public relations duties as necessary. 8. Works with Area Manager to develop site specific or functional goals and activities required to meet overall business objectives. Maintains standards, guidelines and procedures. Identifies needed process improvements, evaluates new concepts, technologies and practices. Recommends and implements approved improvements. 			

9. Evaluates employee performance, matches abilities and job requirements and capitalizes on talents to effectively meet business objectives. Ensures that business initiatives and progress toward goals are effectively communicated to employees.
10. Proactively manages safety, plant appearance and environmental issues and ensures compliance with Federal and State standards including Hazardous Waste Disposal and Air Quality Standards. Ensures that issues are identified and addressed and elevated if necessary in a timely manner.
11. Maintains an up-to-date plan of action to be taken in event of emergencies such as machinery, equipment or power failure, or need to release dammed water to affect flood control. Manages emergencies in an effective manner.
12. Executes capital and facility improvement plans as required.
13. May oversee construction and maintenance of roads and communication lines used in operating water supply systems. Oversees contractors as required.

QUALIFICATIONS

List the minimum requirements to be considered for this position. Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

Education / Experience / Background	<ul style="list-style-type: none"> ● At least a two year degree in Business or Science or equivalent related experience with completion of an accredited management course. ● Five to seven years progressive lead and/or supervisory experience within a water /wastewater treatment environment with thorough knowledge of the methods, techniques, principles, and practices of water/wastewater treatment, water distribution and wastewater collection. ● Lab experience for permit testing requirements.
Knowledge / Skills / Abilities	<ul style="list-style-type: none"> ● Demonstrated leadership ability with general knowledge of Human Resources / Relations principles. ● Knowledge of Process / Operations Management, QA/QC procedures, Safety, Environmental and Facilities / Capital Equipment Management. ● Ingenuity and initiative are required to coordinate problem resolution, resolve conflicting priorities and to meet assignment deadlines within a team environment. ● Demonstrated ability to diagnose complex process problems and manage remedial action. ● Demonstrated knowledge of budget preparation and cost control and have the ability to forecast budget, staffing and equipment needs. ● Demonstrated effective communication, presentation and interpersonal skills in order to interface with and motivate all levels of personnel. ● Demonstrated ability to prepare accurate, effective, complete and easily understood written communications and reports. ● Strong PC skills with proficiency in word processing, spreadsheet and database software and the ability to optimize the use of technology and systems to communicate, manage budget and to streamline processes and increase efficiency. Familiarity with maintenance, operation, regulatory reporting and cost estimating software. ● Proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment). ● Demonstrated commitment to compliance with applicable laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures. ● Must be able to serve rotational 24 hour emergency on-call if required by site.
Required Certification / Licenses / Training	<ul style="list-style-type: none"> ● Highest level of certification required by site. If from another state, must achieve certification within one year of appointment to Plant Manager. ● Valid Driver's license and safe driving record. ● HAZWOPER (Hazardous Waste Operations and Emergency Response) Level I and II certification if required by site.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that an employee encounters while successfully performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Include possible work hazards and percent of travel required.

Work Environment: Spends 50% of time in the operations environment and 50% of time in the office environment.



May need to work outside in inclement weather conditions and drive a company vehicle to perform duties.
Occasional travel for training or meetings.
Possible Work Hazards: May be exposed to possible operations hazards including dust, fumes, toxic and caustic chemicals, rotating machinery, high pressure, hot or cold work temperatures, slippery surfaces, water and electrical hazards.
Physical Demands: Amount of time spent – Standing 25%, Sitting 50%, Walking 25%
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch and enter confined spaces. May be required to use ladders or stairs. May occasionally be required to lift 50 to 60 pounds.
Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.