

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Residuals Supervisor	CLASS. CODE: 0537
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	WWTP Services Manager	DATE:7/1/2002 Revised: 5/26/2004

Job Summary:

Reports directly to WWTP Services Manager and manages the residuals reuse program.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Maintains compliance with all federal, local and state regulations.
2. Maintains monitoring and sampling program.
3. Generates annual compliance reports to EPA and DEQ, monthly NPDES Discharge Monitoring Report data to Operations Supervisor.
4. Prepares and administers contracts for biosolids hauling and application, digester and lagoon cleaning, and laundry services for plant personnel.
5. Recommends and assists in the implementation of long and short term goals and objectives; establishes schedules and methods for daily activities, and assists with development of policies and procedures.
6. Maintains program database via BioEDGE software; documents daily, monthly and annual transport and application activities.
7. Coordinates continuous product quality oversight with Operations section, via Lab data and field observations.
8. Monitors impact of field operations on neighbors and general public; analyzes problems and develops effective solutions.
9. Develops and implements comprehensive programs to market biosolids; determines feasibility of present methods and makes recommendations for improvements.
10. Plan, prioritize, assign, supervise, train and review the work of staff involved with biosolids transport and application; monitor work for performance and regulatory compliance.
11. Trains and monitors City personnel for work performance and regulatory compliance.
12. Makes contingency plans for weather, product quality changes and seasonal variations.
13. Formally contacts all residents with property adjoining or abutting application sites to provide program information and answer questions; documents and files per state regulations; investigates complaints.

Important Job Functions

1. Meets with and makes presentations to potential and current users to explain the program, its benefits and its drawbacks.
2. Coordinates Safety program for Biogro section.
3. Maintains high employee involvement in accident prevention.
4. Coordinates biosolids program with the planning, policies, and programs of Plant Superintendent.
5. Prepares annual budget; develops and controls expenditures of an annual budget; purchases all supplies and equipment for section; compares invoices with goods and services received, submits invoices to accounts payable.
6. Monitors contractor work performance and compliance with federal regulations.

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7. Prepares annual performance appraisals for employees in Biogro section.
8. Assists other city department with personnel and equipment during emergencies.
9. Operates 36 foot semi-end dump truck transporting biosolids cake, and 6000 gallon pressurized tanker truck applying liquid biosolids; tractors and loaders.
10. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Pickup, 4wd
- 6000 gallon tank truck
- 36' semi end dump
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in wastewater management or a related field; and,

Four (4) to Five (5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Class A commercial driver's license with tank endorsement required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- EPA Title 40, Code of Federal Regulations, Part 503, The Standards for the Use and Disposal of Biosolids.
- Methods used in preparation, drying, handling and land application of biosolids in liquid and dry forms.
- Modern wastewater treatment plant processes and practices.
- Safety programs and how they are to be coordinated to address specific needs of the section and overall personal safety.
- Geographical layout of Marion County, local farming practices and fertilizer application practices.
- Nutrient cycles in soils and crops as they relate to agronomic nutrient loading.
- Soil chemical analysis.
- Biosolids, their applications and environmental hazards or ability to gain that knowledge during probationary period.
- Marketing techniques.
- Area, area farmers, their needs and problems.
- Fertilizers and basic chemistry as it applies to soil management.
- Basic supervisory practices and procedures.
- Contemporary office practices and procedures and basic office software products.

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Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Participate in Short Schools and Biosolids conferences.
- Develop purchase specifications for specialized equipment related to the biosolids program.
- Competently handle calculations supporting biosolid applications on agricultural land.
- Understand, interpret, and implement guidelines defined in local, State and Federal regulations.
- Via driving tests, evaluate current and potential employee equipment operation and driving skills.
- Be a member in Association of Clean Water Agencies and DEQ Technical Advisory Committee.
- Keep accurate records.
- Meet City driving standards.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with farmers and other individuals, coworkers, other agencies and the public.
- Operate motor vehicles.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, stoop or climb and cross rugged and uneven terrain.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.