

POSITION TITLE: SLUDGE RECYCLING COORDINATOR
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER POLLUTION CONTROL

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Chief Operator, WWTP

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Assigned personnel

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for recycling of environmentally acceptable residuals from the City's wastewater and water treatment plants.

JOB RESPONSIBILITIES

Plans and coordinates programs for recycling of Biosolids and lime residuals

Ensures proper application of Biosolids and lime residuals

Completes EPA reports

Prepares and maintains all required records

Obtains EPA site approvals

Maintains equipment and ensures proper operation

Operates equipment

Schedules application of lime sludge and Biosolids

Trains personnel in recycling operations

Reviews EPA and USDA regulations

Maintains lists of sites available for receipt of Biosolids

Develops public relations programs

Assists in treatment plant operation and maintenance

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, stand, walk, talk/hear, use hands to finger/handle/feel, reach with hands/arms and lift up to 80 pounds

REQUIRED SKILL SETS

Occupational/Technical Skills

- Knowledge of regulatory standards governing Biosolids, agronomy and modern farming methods
- Knowledge of testing procedures, protocols and equipment
- Ability to use word processing and selected job-specific software
- Ability to operate semis, Big A, Cat Challenger 65, backhoes and mower/trimmers

Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to effectively coordinate activities of others to meet objectives
- Ability to use techniques of effective time management
- Ability to keep clear and accurate records and reports
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

- Ability to deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to interpret professional periodicals and journals, technical procedures, and government regulations
- Ability to perform standard business arithmetic, including percentages and decimals
- Ability to perform engineering calculations
- Ability to research, compile and summarize a variety of informational and statistical data and materials

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions
- Ability to deliver effective presentations
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary
- Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

- Ability to direct the activities of individuals and groups toward the accomplishment of goals
- Ability to clearly assign responsibilities and tasks to others
- Ability to monitor progress and exercise control
- Ability to instruct and train staff

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed outdoors in all weather conditions

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; Commercial Driver's Class A License with tanker endorsement, Ability to obtain an OEPA Class II Wastewater Operations Certification; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. **Must obtain an OEPA Class I Wastewater Operations certification within two (2) years of hire.**

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.