

BIOSOLIDS COORDINATOR

Position Code: 2210

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 354

Location: Public Services

Approval Date: 2022

General Statement of Duties

This employee coordinates the Biosolids Program at the WWTP and oversees WWTP Operators working in the Biosolids area. The employee monitors the wasting schedule from the plant to the digesters, to maintain proper biological activity in the plant, and moving sludge from the two digesters to the belt press; operates and oversees the operation of the belt press and biosolids dryer; and coordinates the removal of all biosolids from the WWTP; either to the landfill, or distributing this material to subcontractors or farmers under our Class A Biosolids Distribution Permit.

Distinguishing Features of the Class

An employee in this class performs a variety of task related to the thickening and land applications to dispose of solids at the Wastewater Treatment Plant. Work includes operating and overseeing operations of belt press and dryer; marketing land application process to farmers; staking and monitoring the application of biosolids to farm land; maintaining a wide variety of records and reports and meeting with state and federal environmental officials as well as other staff to insure compliance. Work also includes environmental requirements. Work includes working in both inside and outside environments, in extreme hot and cold weather and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes odors, dusts, mists, gases, poor ventilation and working in confined spaces. Work around wastewater is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under supervision of the Wastewater Plant Manager and reviewed by observation, conference and reviewing records for adherence to operations standards, instructions and safety practices.

DUTIES AND RESPONSIBILITIES

Operates gravity belt thickener to de-water sludge; mixes polymers and determines proper chemical feed rate; operates mixers, blowers and associated equipment.

Meets with contractors to market the biosolids programs; oversees contract hauling of biosolids; takes samples and measures water tables; monitors land application of sludge for compliance with regulations and permits.

Meets with various treatment plant staff to plan and coordinate of the de-watering process and schedule land applications.

Prepares and maintains a wide variety of records and reports; researches changing regulations and makes recommendations regarding compliance strategy.

Performs routine maintenance on de-watering equipment.

Orders parts and supplies using the requisition system.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Working knowledge of the operating characteristics and maintenance requirement of wastewater treatment plants.

General knowledge of hydraulic, chemical and mechanical principles pertinent to wastewater treatment plant operations.

Considerable knowledge of land application principles, practices and regulations.

Considerable knowledge of the regulations to biosolids distribution practices

Considerable knowledge of applicable federal, state and local laws, ordinances, and permitting requirements.

Working knowledge of the occupational hazards of the work and of necessary safety precautions.

Working knowledge of the application of office technology to records and maintenance.

Working knowledge of computers and related programs.

Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.

Ability to conduct routine laboratory test.

Ability to understand and follow moderately complex oral and written instructions.

Ability to read meters, charts and technical manuals and drawing accurately and to maintain records of shift operations.

Ability to operate medium to heavy equipment such as loaders and excavators

Ability to establish and maintain effective working relationships with peers and superiors.

Ability to prepare records and reports accurately.

Physical Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel or operate objects, tools, or controls and talk or hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. The employee is occasionally required to climb, balance, stoop, kneel and crouch. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to carryout assignments. Must possess the visual acuity to distinguish labels and colors, read gauges and dials, review and record written material, and operate lab equipment and a computer terminal.

The employee may be exposed to hazardous physical conditions (including but not limited to confined spaces, heights, mechanical parts, electrical currents, and vibration) poor atmospheric conditions (including but not limited to fumes, odors, dusts, gases, and poor ventilation), inadequate lighting, and intense noise. In addition, the work will require seasonal exposure to extreme weather conditions, snakes, insects, and wildlife common to water lines, underground utilities, and construction sites.

Minimum Education and Experience

High School diploma or GED and seven to ten years directly related experience; or Two years of college or Associate's Degree and three to less than five years directly related experience; or A Bachelor's Degree and less than two years directly related experience.

Special Requirements

Possession of a Wastewater Operator's Grade III level certificate from the State of North Carolina or the ability to obtain a wastewater Grade III certificate within 6 months of employment.

Possession of a Land Application Certification from the State of North Carolina.

Possession of a valid North Carolina Commercial Driver's License.