

ENERGY RECOVERY COORDINATOR

NATURE OF WORK

This is responsible technical work coordinating the overall production, monitoring, and governing reporting of a wastewater biogas recovery and conditioning operation.

Work involves responsibility for data collection, reporting, and invoicing of biogas and related environmental attributes. Responsible for cooperating with maintenance and operations to anticipate and resolve issues affecting gas production. An employee of this class exercises considerable independence in developing and is responsible for implementing operational plans, programs and process control strategies and methods adopted for the water resource recovery facilities to maintain production of pipeline quality gas. Work is performed under the general supervision of an administrative supervisor and is reviewed through conferences, completed projects and adherence to applicable standard operational plans, procedures, operating permits, and regulations.

EXAMPLES OF WORK PERFORMED

Plans, directs, and supervises the daily operations of the City's biogas recovery and conditioning operation in conformance with all operating criteria; ensures compliance with federal, state, and local rules, regulations, and operating permits.

Plans, directs, and supervises the transportation and sale of biogas and environmental attributes.

Plans, directs, and supervises the monthly product transfer document, and monthly invoice for gas and environmental attributes.

Plans, directs, and supervises payments to gas transporter and credit generator.

Plans, directs and supervises the collection and storage of data and documentation required by EPA and CARB for biofuel certification: maintains compliance with pathing of the EPA RFS and LCFS; maintains records of QAP compliance, gas and environmental attribute generation, feedstocks, treatment, purchase, sale, transportation, storage, delivery, certifications and registrations.

Plans, directs and supervises sampling, testing, data collection of biogas analysis, prepares records and reports on a daily, monthly, quarterly and annual basis of the biogas production of the plant, utilizing computerized supervisor control and data acquisition (SCADA) systems and other automatic monitoring and control instrumentation.

Plans, directs, and prepares specifications and contracts for biogas and environmental attribute sales, requisitions and purchases operational supplies associated with the biogas recovery and conditioning facilities.

Reviews and comments on design studies and plans for construction improvements, repair or replacement of biogas recovery and conditioning facilities and components.

Reviews recorded information gathered by meters, gauges, automated devices, and other instrumentation and determines if all equipment is calibrated and functioning properly.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of EPA RFS and LCFS regulations.

Thorough knowledge of the occupational hazards and employee safety as they relate to the operation of large secondary and advanced wastewater treatment facilities

Considerable knowledge of the principles, practices, methods, treatment processes and operating procedures related to large secondary and advanced wastewater treatment reclamation reuse and related biogas production and bio-solids handling facilities.

Considerable knowledge of microcomputers and ability to program and develop computerized applications using spreadsheets, word processing, databases, etc.

Knowledge of specialized automated controls and instrumentation, supervisory control, and data acquisition (SCADA) systems, physical equipment and testing apparatus related to the operation of large secondary and advanced wastewater treatment facilities.

Knowledge of bacteriology and chemistry as it applies to secondary and advanced wastewater treatment.

Knowledge of the sources of technical information and the ability to use them effectively.

Knowledge of basic mathematics as related to treatment operations.

Ability to plan and conduct operations training programs.

Ability to plan, schedule, assign, supervise, inspect, and evaluate the work of subordinate personnel.

Ability to interpret rules, regulations, and policies, and to make decisions in accordance with established standard operating plans, procedures, and practices.

Ability to establish and maintain effective communication and working relationships with City officials, superiors, co-workers, subordinates, contractors, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to compile and maintain operational records utilizing computerized methods.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with coursework in business or public administration, environmental science, computer science, environmental engineering, mathematics or related field plus two years of experience in program development, management and evaluation including supervisory experience or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska Class IV Wastewater Treatment Plant Operator Certification is a requirement within 12 months of appointment.

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