

## FACILITIES OPERATIONS COORDINATOR

### NATURE OF WORK

This is responsible technical, supervisory work directing the operation of large secondary and advanced water resource recovery facilities, wastewater collection, water production and distribution facilities or materials management systems including but not limited to landfills, waste transfer, organic waste composting, resource recovery and renewable energy production.

Work involves responsibility for assisting with the supervision of administrative, management, and process operations of the City's water resource recovery, water production and distribution facilities, including process control, solids handling, odor control, disinfection, liquid waste receiving, wellfield operations, pumping, transmission, storage, distribution system pumping, water distribution system service and operations, materials management facilities and facilities maintenance for large equipment necessary for operations and other related facilities and activities. 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 wastewater collection, water production and distribution facilities, water distribution system service operations, or materials management facilities. Supervision is exercised over subordinate teams. Work is performed under the general supervision of the Superintendent in the assigned area and is reviewed through conferences, completed projects, and adherence to applicable standard operational plans, procedures, operating permits, and regulations. Work includes ensuring compliance with federal, state and local regulations.

### EXAMPLES OF WORK PERFORMED

Plans, directs and supervises the daily operations of the City's water resource recovery facilities, wastewater collection system, water supply wellfields and water treatment facilities, water distribution system, or solid waste management facilities in conformance with all operating criteria; ensures compliance with federal, state and local rules, regulations and operating permits.

Plans, directs and supervises the work of employees involved in the control and operation of the water resource recovery facilities, wastewater collection system, water production and distribution facilities, water distribution system, or solid waste management facilities; plans, organizes, schedules and reviews the work of operational staff; develops and implements techniques and methods of process control, workflow and equipment operation for efficient operation.

Manages the backflow protection program and meter shop operations to ensure maintenance of an annual schedule of meter testing and repair, proper measures have been taken to prevent or eliminate cross-connections and backflow incidents, implementation of a schedule for meter replacement and radio read installation; the recording of report results of the testing, repair and replacement program; and the maintenance and enforcement of the hydrant permit program.

Plans, directs and supervises the programs and operations of water recovery, water production, or solid waste management facilities utilizing computerized supervisor control and data acquisition (SCADA) systems and other automatic monitoring and control instrumentation.

Directs and reviews sampling, testing and daily operating adjustments in process operating parameters and plant operations based on observations and results from process

monitoring equipment and laboratory analysis.

Prepares records and reports on a daily, monthly, quarterly and annual basis of the complete operation of material management facilities, wellfields, treatment, and distribution system and facilities.

Assists in identifying, developing and reviewing annual budget needs including levels of maintenance, equipment replacement needs, and capital improvement programs; prepares and assists in the preparation of supporting documentation.

Reviews design studies, master plans and construction plans and specifications for improvements, repair or replacement of assets, facilities and components.

Plans, directs, and prepares specifications for procurement of supplies, services, and capital outlay, using established workflows, processes, guidelines and budgets.

Responds to emergency calls to implement preparedness for and response to predicted significant local/regional weather events impacting operations and service reliability; determines preventative or corrective measures.

Prepares and submits all necessary regulatory compliance reports required for the operation of water resource recovery facilities and water production and treatment facilities or prepares for review and submittal by a designated responsible official.

Serves as project manager and/or provides technical support for Capital Improvements Program project and program delivery as assigned.

Coordinates and conducts technical and safety training, continuing education and classes for staff to maintain operational certifications and license required by the Nebraska Department of Environmental Quality (NDEQ).

Creates and maintains effective standard operating procedures (SOP).

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, methods, processes and operating procedures related to water, wastewater or solid waste.

Thorough knowledge of supervisory control and data acquisition (SCADA) systems use to monitor and operate aspects of water, wastewater, or solid waste facilities.

Thorough knowledge of the occupational hazards and employee safety related to the construction, maintenance and operation of water, wastewater, or solid waste.

Thorough knowledge of the operation, repair and maintenance of a wide variety of specialized equipment utilized in water, wastewater and solid waste operations and facilities.

Thorough knowledge of asset management principles and software to document such data.

Considerable knowledge of electronic devices and ability to use the Microsoft 365 productivity suite of business software.

Knowledge of basic mathematics chemistry, biology and engineering concepts.

Ability to plan and conduct operations, equipment and safety training programs.

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

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, regulators, consultants and the general public.

Ability to communicate effectively both orally and in writing.

Ability to compile and maintain operational records utilizing paper, photographic and video systems and modern electronic devices.

Ability to participate successfully in professional development opportunities and translate industry leading methods, practices and processes to facility operations.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in environmental science, environmental engineering construction/construction management, biology, chemistry or related fields, and four years of experience in the operation and maintenance of a water resource recovery facility, wastewater collection, water production, distribution system or construction/construction management including six months of experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

For employees in Water Resource Recovery, possession of a valid Nebraska Class IV Wastewater Treatment Plant Operator Certification or equivalent certification from another State recognized or reciprocal with Nebraska.

For employees in Water Production, possession of a Nebraska Grade I Water Operator Certificate or equivalent certification from another State recognized or reciprocal with Nebraska.

For employees in Water Distribution, possession of a Nebraska Grade III and Grade VI Water Operator Certificate, or equivalent certification from another State recognized or reciprocal with Nebraska.

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