

## Operations Manager/Back-up Licensed Operator

The Rockaway Valley Regional Sewerage Authority is seeking an Operations Manager/Back-up Licensed Operator for the Authority's 12-mgd advanced wastewater treatment plant, located in Boonton, New Jersey.

Successful candidate must possess a New Jersey DEP License S-4, C-4, CDL Class B with tanker endorsement, a high school diploma or equivalent. A college degree in related environmental field is preferred but not required. Must possess a minimum of 10 years of experience operating a wastewater treatment plant and sewer system which must include 4 years of direct responsible charge and supervisory experience in a wastewater environment, as well as strong management, leadership, decision making and communication skills.

Under the supervision of the Plant Manager or Executive Director, the Operations Manager/Backup Licensed Operator is charged with assisting, or in the absence of the Plant Manager, with supervising, the day-to-day operations of the RVRSA wastewater treatment plant. Duties will include, but are not limited to the following: staff supervision; preparation of union employee staff schedule; daily process control decisions, reviewing laboratory tests results, meter and instrument readings, and observations by operations personnel. Responsible for the treatment and quality of the effluent discharge from the RVRSA treatment facility ensuring compliance with NJPDEP requirements and implementing plant facility improvements as directed by Plant Manager or Executive Director. Must be available for after-hours emergencies and on call as needed. Must assist in daily work assignments and with NJDEP compliance reporting. Benefits include medical, dental, NJ State Pension Plan, and paid time off. Please visit [rvrsa.org](http://rvrsa.org) for the full job description and benefits overview.

Salary Range: \$104,000 - \$125,000; commensurate with experience & qualifications

Send resume with salary requirements to: [ckopec@rvrsa.org](mailto:ckopec@rvrsa.org)

RVRSA is an equal opportunity employer.

## JOB DESCRIPTION

|                     |                     |                    |             |
|---------------------|---------------------|--------------------|-------------|
| <b>Job Title:</b>   | Operations Manager  | <b>Department:</b> | Operations  |
| <b>Reports to:</b>  | RVRSa Plant Manager | <b>Supervises:</b> | Shift Staff |
| <b>FLSA Status:</b> | Exempt              | <b>FT/PT:</b>      | Full-Time   |

### Position Summary

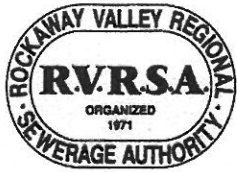
This position is responsible for the efficient day-to-day operation of the RVRSa wastewater treatment plant while providing staff supervision as well as other duties as assigned by management.

### Essential Job Functions

1. Confers with Licensed Operator/Plant Manager on a daily basis and in conjunction with the Executive Director and others; meets daily or as necessary with Operators to discuss plant operations and issues/concerns.
2. Acts in the capacity as the Licensed Plant Operator in the absence of the Licensed Plant Operator.
3. Is the covering licensed Plant Operator on record with the NJDEP Bureau of Licensing.
4. Reviews all laboratory analyses and implements operational changes for the treatment process.
5. Monitors and manages the quality of the effluent discharge from the treatment plant to assure that the limits set forth in the NJPDES permit are consistently met.
6. Work with Plant Manager & Maintenance Manager/Trunkline Supervisor to achieve common goals & assist with scheduling.
7. Prepares Operations staff monthly work schedule and assist with, Maintenance and Trunkline staff monthly work schedule.
8. Walk, inspect and evaluate all plant equipment and processes daily.
9. Manages the continuing education program for plant operators.
10. Manages, trains and directs Operations union staff.
11. Prepares Operations work schedule and assist with, Maintenance Trunk-line work schedules.
12. Receives, processes and approves or denies time off requests for Operators.
13. Accepts Operator time sheets, reviews, approves and submits to payroll.
14. Reviews and recommends updates to Operator job descriptions.
15. Conducts annual performance reviews of Operators.
16. Makes recommendations for promotion of Operators.
17. Prepares and assigns work orders for Operations staff.
18. Prepares and administers Operations budgets to include preparing purchase orders and processing for payment.
19. Assists in preparation of annual O&M & Capital budgets.
20. Assists and/or order supplies, chemicals and equipment for Operations.
21. Maintains list of annual contracts for supplies of chemicals, sludge hauling, sludge disposal, uniforms, trash disposal and fuels.
22. Works with Plant Manager to prepare and update public bid technical specifications for the supply of chemicals and sludge hauling.
23. Assists Plant Manager in preparation of Standard Operating Procedures.
24. Maintains vehicle fueling system. Control fuel access and monitor usage, deliveries and orders.
25. Ensures compliance with Confined Space Regulations, Lock-out-Tag-out and all other safety policies of the RVRSa to ensure OSHA compliance.
26. Maintain OSHA compliance including 3<sup>rd</sup> party inspections and reports of all lifting equipment.
27. Assists in the supervision of Maintenance and Trunk-line personnel when necessary.
28. Prepares DMR's in the absence or at the direction of the Licensed Operator/Plant Manager.
29. Uses and maintains, relevant areas of asset management system.
30. Maintains emergency generator fuel supplies.
31. Serves in an "on-call" status 24hours, 7 days a week, in conjunction with Plant Manager



| Qualifications   |  |       |  |
|--|--|-------|--|
| <ul style="list-style-type: none"> <li>• Must possess a high school diploma or equivalent. A college degree in related environmental field is preferred but not required.</li> <li>• Ten years of wastewater experience; that includes four years of direct responsible charge and supervisory experience in a wastewater environment. If has 4-yr degree, then five years operating experience with two years direct responsible charge.</li> <li>• Must possess a S-4 Public Wastewater and C-4 Public Collections System.</li> <li>• Operation of a motor vehicle required; candidate must possess a valid State of New Jersey driver's license.</li> <li>• Commercial Driver's License Class B with tanker endorsement.</li> </ul>   |  |       |  |
| Knowledge, Skills and Abilities  |  |       |  |
| <ul style="list-style-type: none"> <li>• Proficient in the use of PC programs such as (but not necessarily limited to) Word, Excel, Outlook Edmunds &amp; Time Trak.</li> <li>• Knowledge of State/Federal environmental regulations related to wastewater industry</li> <li>• Knowledge of PEOSHA working safety regulations.</li> <li>• Knowledge of SCADA.</li> <li>• Strong organizational, record keeping skills, and computer skills.</li> <li>• Ability to successfully carry out detailed oral and written instructions in English.</li> <li>• Obtain continuing education on a regular basis on subjects related to the job.</li> </ul>   |  |       |  |
| Physical Demands of the Job  |  |       |  |
| <p>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.</p> <ul style="list-style-type: none"> <li>• While performing the duties of this job, the employee is frequently required to talk and hear; frequently required to climb, balance, stoop, kneel or crouch, reach, stand and walk; and will be required to have close visual acuity.</li> <li>• While performing the duties of this job, the employee is frequently required walk; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; stoop, kneel, crouch, bend and talk or hear.</li> <li>• Heavy lifting of up to 40 pounds on a periodic basis is required.</li> <li>• Better than average manual dexterity is important as well as the physical endurance to walk and stand for a long period of time.</li> </ul> |  |       |  |
| Work Environment   |  |       |  |
| <p>The work environment described here is representative of what 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.</p> <ul style="list-style-type: none"> <li>• The Employee will be required to work both indoors and outdoors.</li> </ul>  |  |       |  |
| Employee Acknowledgement   |  |       |  |
| <p>This job description is not intended to be all-inclusive. This position may be assigned to perform other duties to meet the ongoing needs of the organization.</p> <p>I have read and understand this explanation and job description.</p>  |  |       |  |
| Employee Name:   |  |       |  |
| Employee Signature:  |  | Date: |  |



RD#1, 99 Greenbank Road  
Boonton NJ 07005-9602  
(973) 263 1555/ Fax (973) 263 9068

### Benefits Overview for Full-time Non-Union Employee:

Vacation is based on the following schedule: One day for each two full months of service of employment during the first calendar year up to a maximum of six days. For purposes of this section, the calendar year shall be defined as January 1 through December 31 of the year in which the employee was hired. On January 1<sup>st</sup> of each calendar year following the calendar year when the employee began employment an employee will have ten days for the second through the sixth calendar year of employment; fifteen days after the completion of the sixth year through the sixteenth calendar year of employment; twenty days after the completion of the sixteenth calendar year of employment.

Employees are entitled to two personal days per year.

Employees are entitled to the following 12 paid holidays: New Years Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth (State Holiday only-third Friday in June), Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day. All employees shall be entitled to receive a 'Floating Holiday'. New employees are immediately eligible for holiday and floating holiday time off/compensation.

During the first calendar year (January 1 – December 31) of employment, newly hired full time employees shall receive one hour of paid sick leave for every thirty hours worked. Paid sick leave shall begin to accrue immediately upon hire. However, accrued paid sick leave may not be used until after the completion of 120 calendar days of employment. Beginning January 1 of the ensuing calendar year, employees shall receive ten days of sick leave per year.

It is mandatory that all RVRSA employees be enrolled in the State of New Jersey Public Employee Retirement System (PERS). The current payroll deduction is 7.5% of annual salary; this rate may change per the State of New Jersey.

The RVRSA currently participates in the State of New Jersey Health and Dental Benefit Plan. Public workers are required to pay for a portion of their health care benefit costs. You will be able to choose from a list of health insurance plans offered by the State. The dental premium is covered 100% by the RVRSA. RVRSA also offers STD, LTD, FSA and a vision discount program.

All employees are expected to follow all sections of the Rockaway Valley Regional Sewerage Authority Personnel Manual to include Ethical Conduct, Communication Media Policy as well as all anti-harassment policies. During first day of employment, Human Resources will review many of RVRSA policies and provide a copy of the Personnel Manual. If you have any questions, please do not hesitate to contact Catherine Kopec, Human Resources & Safety Coordinator at (973) 868-1706 or ckopec@rvrsa.org.