

JOB DESCRIPTION

Dept: Treatment Plant

Position: Plant Operations Manager



Effective: 12-17-25

JOB TITLE: Plant Operations Manager

Supervision Received and Exercised

This position receives direct supervision from the Water Reclamation Superintendent and provides supervision for Operator I, Operator II, and Filter Press Operator positions.

Duties and Responsibilities

- Interpret analytical data to make process control decisions that are consistent with compliance with the SDMC NPDES permit.
- Perform Pretreatment Program duties including but not limited to, industrial inspections and sampling, and recommend enforcement actions when necessary.
- Coordinate biosolids handling operations including withdrawal from digesters, belt filter press operations, twice annual sludge hauling, and land application activities.
- Prepare monthly plant, pretreatment, and land application updates and reports to Water Reclamation Superintendent.
- Train, direct, supervise, and develop, operations staff to ensure compliance with all applicable state and federal requirements.
- Work collaboratively with Plant Maintenance Manager, Lab Manager, and other staff to achieve department objectives.
- Practice and enforce workplace safety policies.
- Other duties assigned by Water Reclamation Superintendent.

Education and Licenses

- High school diploma, or GED equivalent is required.
- B.S. degree in Engineering, Environmental Science, or similar major, or significant experience, certifications, or other education and training is preferred.

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- State of Indiana Municipal Class Certified Operator's License is required and a Class IV License is preferred.
- Must possess, or obtain within 12 months, Registered Pretreatment Coordinator and Certified Pretreatment Coordinator Certifications.
- A driver's license is required.

Knowledge

- Knowledge of wastewater treatment processes and operations.
- Knowledge of the SDMC NPDES permit requirements.
- Knowledge of wastewater treatment sampling.
- Knowledge of wastewater Pretreatment programs.
- Knowledge of biosolids land application permit requirements.
- Knowledge of managerial processes.

Experience

- A minimum of five (5) years of experience in a Class IV wastewater treatment facility as an operator, mechanic, engineer, lab technician or other similarly related role, is required.
- A minimum of two (2) years of responsible charge experience at a Class IV wastewater treatment facility is required.

Abilities

- Adequately supervise operations staff.
- Operate wastewater treatment equipment.
- Stand, walk, sit, twist, lean, use hand and fingers to grab, lift and move objects or materials.
- Reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk, and smell.
- Lift and/or move 50 pounds or more.

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- Close and distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Establish and maintain effective working relationships with peers and direct reports.
- Strong verbal and written communications skills.

Special Requirements

- Be available during non-business hours for emergency call-out situations.
- Ability to perform field work, including construction site visits.
- Successfully pass a physical examination including drug and alcohol screening.

Special Working Conditions

People in this position require moderate physical activity over long periods and occasional strenuous activity. The position may also include frequent disagreeable working conditions such as noise, fumes, odor, and chemicals located near the work site. While performing the duties of this job, the employee may be exposed to sewage, sludge, chemicals, moving mechanical parts, fumes or airborne particles, vibrations, and outside weather conditions, including rain, snow, extreme heat, and extreme cold. The noise level in the work environment may be loud.