

## **SOLIDS PROGRAM COORDINATOR**

### **JOB SUMMARY**

Plans, organizes and coordinates activities necessary for disposal of biosolids from the County's wastewater treatment plant. Responsible for acquisition and maintenance of biosolids application sites and the implementation and coordination of the solids program. Oversees the permitting and application of biosolids to approved sites according to established regulations and guidelines of the Environmental Protection Agency and the Department of Ecology.

### **CLASSIFICATION DISTINCTIONS**

This position is a highly specialized stand-alone position at the treatment plant and reports directly to the Plant Manager and/or Operation's Superintendent. The Solids Program Coordinator may act in a lead capacity and be assigned responsibility for Solids Program operations and procedures, and associated personnel. Employees in the Operator I/II classification are responsible for operating and monitoring the equipment necessary for the removal, thickening and stabilization/treatment of solids at the treatment plant. Employees in the Maintenance Technician I/II classification are responsible for the transportation and application of biosolids.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Coordinates, administers, and implements biosolids handling program including procurement of application sites, and compliance assurance.
- Inspects biosolids application sites.
- Procures samples for applicable testing related to sites and biosolids.
- Monitors the operation of the solids handling facility including sludge digestion, gravity belt thickeners, belt filter presses, conveyance systems, boilers and associated gas piping, computerized control systems, and all other equipment associated with solids handling.
- Prepares and maintains a variety of records, reports and files for regulative reporting and process control, including annual reports to the Department of Ecology, Environmental Protection Agency, Health Department, and land appliers.
- Oversees local and long haul vendor contracts; researches and sets pricing for negotiation.

## Clark County, Washington

- Maintains effective working relationships with all other plant staff, outside vendors, regulatory agencies, other County departments, and the public.
- Monitors interlocal agreements related to solids operations.
- Promotes the beneficial use of biosolids to the agriculture community.
- Assures efficient solids transportation methods, schedules and routes.
- Contacts regulatory agencies and potential customers.
- Develops, updates and maintains the biosolids spill response plan.
- Trains and provides technical support to the operations staff.
- Performs routine maintenance on plant equipment.
- Represents the County in local and regional biosolids professional organizations.
- Orders and schedules a variety of processing chemical and related bench testing.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

- Associate of Science in Wastewater Treatment Technology, related field or equivalent; Bachelor's degree preferred.
- Valid drivers license.
- Minimum of Group 2 Certification from the Department of Ecology; Group 3 Certification desirable.
- Minimum of 5 years experience in the operation of a modern activated sludge treatment plant with an emphasis on solids handling.
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of :** Federal, State and local environmental regulations applicable to biosolids disposal; principles and practices relating to the operation of a modern activated sludge wastewater treatment facility; occupational hazards, safety precautions and procedures applicable

to work; practices and methods of process control commonly used in wastewater treatment facilities.

**Ability to:** Coordinate with Federal, State and local authorities the transport, hauling and application of wastewater biosolids; establish and maintain effective working relationships, read, comprehend and interpret complex technical data; use a computer to generate reports, calculate algebraic equations for process control and related performance measures; provide technical support to co-workers; operate all equipment associated with a modern activated sludge wastewater treatment plant, follow written and oral instructions; effectively communicate in writing and orally, drive a motor vehicle; wear and properly use all associated Person Protective Equipment and perform all work in a safe manner.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Persons in this classification may work indoors or outdoors, in an office or a process setting, or in the field. Phone contact with potential customers, clients, vendors or the public is required on a daily basis. This position will require driving to field application sites in various locations. The individual in this position must be able to work Monday through Friday day shift, but may require on-call duties, nights, weekend and holiday work on occasion.

Physical demands include but are not limited to standing, crouching, climbing stairs and ladders, reaching, twisting, repetitive motion and lifting.

Office use: 6/22/00

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