



## Western Westmoreland Municipal Authority

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### Operations and Compliance Manager

The Operations and Compliance Manager reports directly to the Authority Manager. The Operations and Compliance Manager position is responsible for managing operations, laboratory functions to ensure DEP/EPA compliance, coordinate and implement pre-treatment program and administer the Safety program. The compliance manager will carry out managerial and supervisory responsibilities in accordance with the Authority's policies and applicable laws; Plans, directs, assigns, supervises and reviews the activities of operations, system and personnel; provides leadership in assigning tasks; meets with plant staff to discuss operations, laboratory functions/testing/sampling/QA/QC, safety related issues, review all data and direct process control changes as needed. This includes but is not limited to the following duties that will be performed personally or through subordinate supervisors.

- Prefer a minimum of 5 years' experience in the wastewater utility industry
- Experience is preferred in a management role
- Bachelors' degree is preferred from an Accredited College or University
- Responsible for operation and maintenance of the WWMA Interceptor System
- Oversee the flow monitoring program with the Foreman
- Must possess and maintain a valid Pennsylvania Drivers' License
- Must possess and maintain as a condition of employment, a valid Class B, E Subclass 1 PA DEP Sewage Treatment Plant and Collection System Operators License or the ability to obtain the above license within 1 year of employment
- Responsible for compliance with the DEP/EPA NPDES discharge permit
- Understand the chemical, biological and physical processes of sewage collection, treatment and disposal, and the associated laboratory analysis to monitor and control these processes
- Responsible for compliance with the PA DEP Laboratory Accreditation Program and all functions that coincide with the program
- Responsible for completing and submitting the monthly Discharge Monitoring Reports (DMRs) utilizing the online DEP Portal
- Responsible for preparation of all DMR supplemental reports and uploads
- Prepare yearly EPA Bio-Solids Analysis and submittal
- Responsible for scheduling NPDES permit renewal testing
- Responsible for scheduling Whole Effluent Toxicity Testing (WET)
- Responsible for PA One Call responses, PA One Call inventory for proper marking techniques and scheduling PA One Call Trainings as they arise

- Safety Program Director – schedule monthly safety meetings, safety inspections, fire hydrant inspections, chemical inspections, continuously updating safety protocols and SOPs, ensuring yearly certified safety committee training is completed by the PA Department of Labor and Industry.
- Responsible for updating and maintaining all Safety SOPs and Safety Manual
- SDS Program – maintain and update SDS as they are received
- Review data and direct process control operations – reviews daily laboratory results and work directly with the Chief Operator to implement process control changes
- Required to be proficient in utilizing computer software including, but not limited to, Microsoft Excel, Word, Power Point and common software programs that will be implemented from time-to-time
- Must be able to learn specialized computer software for all aspects of plant operations
- Work with the Authority Manager on implementing best practices for data tracking, computerized data logging and file management to streamline workflow
- Must possess excellent organizational and independent problem-solving skills
- Exhibit strong leadership skills and have the characteristics needed to lead employees, motivate employees, manage differences, resolve conflicts and unite employees in a common effort to obtain Authority objectives
- Provide operation, laboratory and maintenance updates and reports to the Authority Manager
- Work with the Authority Manager, Consulting Engineer on plant improvement projects, drawing review, and site inspections as needed
- Work with the Authority Manager and Finance Director on preparing the Annual Operating Budget and Capital Projects Budget
- On call 24 hours a day, 7 days a week, for emergencies. The Authority’s SCADA system is programmed utilizing WIN 911 software along with Guardian Protection Services in the event of plant alarms
- Ability to operate the wastewater treatment plant and appurtenances in the event of any emergency
- Required to attend continuing education seminars, conferences and training events recommended by the Board of Directors and Authority Manager
- Ensure all purchasing requirements are followed to the Pennsylvania Department of Labor and Industry Standards
- All other duties as deemed necessary and appropriate by the Authority Manager
- This is considered an administrative “At Will” employment position