

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Biosolids Coordinator</u>
Sch & Grade	<u>PAT 9</u>
Class Code	<u>CE89</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Plant Operations</u>

PRIMARY PURPOSE:

To oversee the wastewater biosolids recycle and reuse program for the Southwest and Northwest Treatment Plants.

SUPERVISION:

Under the supervision of the Southwest Wastewater Plant Superintendent. This position supervises temporary, contract and regular Maintenance Workers and Laborers.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, coordinates and schedules the work of employees of the maintenance workers and laborers.
2. Completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions. Maintains daily work records and time sheets for all supervised employees.
3. Conducts surveys of agricultural fields to determine their suitability for Biosolids application.
4. Reviews current method of biosolids disposal and evaluates other options for cost-effectiveness, public acceptance, and affect on ability to land-apply.
5. Develops and maintains program to improve public perception and acceptance for land application of biosolids including working with local extension officials, public education and relations with landowners and neighbors.
6. Maintains awareness of current and proposed legislation effecting biosolids disposal and land application.
7. Maintains and records data in electronic form for biosolids application and field information.
8. Uses Global Positioning System and Geographical Information System to accurately record field locations and properties.
9. Meets and coordinates with landowners in order to secure and maintain fields for biosolids application.
10. Assembles, organizes and supervises crews for emergency situations such as lift station failures and main breaks.
11. Maintains detailed electronic and paper databases on biosolids spreading. Monitors and develops reports on efficiency of biosolids disposal operation and its cost effectiveness.
12. Evaluates suitability of biosolids application rates using agronomic limits for nitrogen and phosphorus and requirements for pH adjustment.
13. Calculates heavy metals loadings on fields receiving biosolids and calculates limits accordingly.
14. Prepares reports for submission to DNR and EPA as is necessary for regulatory compliance.
15. Administers contract and inspects work performed by contract haulers as required.
16. Coordinates biosolid hauling and application for landfill when needed. Also, maintains relationships with EPA and MDNR for reclamation of abandoned mine sites with biosolids where appropriate.

IMPORTANT FUNCTIONS:

1. Conducts tours of biosolids application and gives presentation on application program.
2. Schedules maintenance on all plant rolling stock.
3. Maintain records of maintenance on plant rolling stock.
4. Attends meetings, conferences, and training for involvement with trade organizations and professional development.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of training or experience providing the following knowledge, skills or abilities:

Knowledge

Advanced knowledge of the application of wastewater biosolids to agriculture and knowledge of farming practices, including agronomic application rates and control of organic and inorganic pollutants. Knowledge of geology (specifically the local geology) and other factors affecting migration of pollutants into groundwater or surface waters. Knowledge of operation, maintenance and repair of machines used in Biosolids programs. Detailed knowledge of DNR and EPA regulations pertaining to Biosolids. Working knowledge of global positioning systems, geographical information systems and associated software and hardware.

Abilities

Effectively apply agricultural principals and practices to the application of biosolids to crop and pasture land. Properly operate and maintain equipment used in the application of biosolids such as dump trucks, loaders, and spreaders. Calculate loading rates of Biosolids in relation to crops produced. Follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public as well as presents an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited four-year college or university with a Bachelor’s Degree in agriculture, agronomy, environmental engineering, or related degree with two years experience in managing a Biosolids program. Masters degree may be substituted for one year of the required experience. Professional work experience in Biosolids application or similar agronomic work may be substituted for the formal education requirement on a year for year basis.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level to six feet in height; push and pull up to 50 pounds; hold and grip objects; walk on sloping and uneven surfaces.

Working Environment

Partially indoors with heating and cooling regulated; may be exposed to extreme weather conditions when traveling to, from and working at biosolids sites.

Licensing/Certification

None required.

Miscellaneous Requirements

Subject to emergency call in.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5402
Comments:	Updated Abilities	Date: August 30, 2004

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____