JOB DESCRIPTION

Definition of Class
This is a supervisory position in which the incumbent supervises and coordinates the operations and maintenance of the Wastewater Treatment Plant. The incumbent engages in treating campus wastewater to meet the requirements of state and federal regulatory agencies. The incumbent reports to the University's Environmental Engineer.

Examples of Work Performed
Supervises and coordinates the operations of the Wastewater Treatment Plant, engages in treating campus wastewater to meet the requirements of state and federal regulatory agencies.

Assigns and schedules work of supportive personnel and monitors performance.

Monitors process control instruments, inspects equipment and facilities, and makes repairs on equipment as required; calibrates electronic instruments and analyzers.

Supervises the operation of the waste treatment laboratory, and assists in conducting tests; analyzes laboratory results and applies to plant operation and control.

Determines supplies and equipment as needed, and initiates purchase requests.

Maintains preventive maintenance and lubrication schedules, plant operating records, laboratory reports, and equipment logs.

Prepares reports and analyses on plant performance, and submits to appropriate agency.

Supervises and participates in maintenance required for operation of treatment plant lift stations, swimming pools, and related equipment.

Coordinates the work of personnel of other departments such as electricians and plumbers.

Inspects, maintains, and analyzes water quality of all the University swimming pool areas.

Coordinates the sampling of the portable water supply in accordance with guidelines established by the Mississippi State Department of Health and the Safe Drinking Water Act.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises, assigns, and schedules work of supportive personnel and monitors performance for quality and
accuracy.

2. Supervises and assists in operations of the waste treatment laboratory, which includes conducting tests and analyzing results.

3. Coordinates the operation of the Wastewater Treatment Plant, including the work of personnel from other supporting departments.

4. Inspects and maintains equipment and facilities, repairing equipment when necessary.

5. Completes and maintains maintenance schedules, operating records, lab reports, and equipment logs. Completes requisitions for supplies and equipment.

6. Interprets and enforces state and federal regulations and requirements to treat campus wastewater and domestic water.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is occasionally required to stand; walk; or sit; maintain balance; reach with hands and arms; and use hands to finger, handle, feel objects, tools, or controls; and stoop, kneel, crouch, or bend.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).

  AND

- **Experience:** Five (5) years of experience related to the above described duties.

  AND

- **Licensure:** Must possess a valid driver’s license.
Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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