



Lambertville MUA
Lambert Lane Extended
PO Box 300
Lambertville NJ, 08530

JOB DESCRIPTION

P: 609-397-1496 F: 609-397-1184

EXECUTIVE DIRECTOR

Description: The Executive Director (Authority Manager) is responsible for the overall administrations, management, planning and liaison activities for the proper functioning of the wastewater facilities which provide sewerage service for the regional system. The following is an outline of the broad responsibilities associated with this management position:

1. To oversee, from an administrative standpoint, all phases of the treatment process.
2. To assist, from a managerial standpoint, in the day-to-day functioning of the overall operation of the utility.
3. To assure proper and adequate public relations from the standpoint of the Authority policy.
4. To plan and oversee effective administrative, regulatory, maintenance, and operations responsibilities.
5. To provide suggestions and advice to the Authority, and recommend new practices or procedures in order to improve the operation or administration of the utility.
6. To effect maximum and efficient utilization of all personnel of the Authority.
7. To maintain effective communications and resolve problems with federal regulatory personnel, planning and regional agency, water resource bureaus, as well as other municipalities within the regional system.
8. To act as liaison between Authority members, Authority staff, as well as the Authority's lawyer, engineer, accountant, financial advisor, and trustee, etc.

Required Qualifications:

1. Knowledge of sewerage chemistry, biology, hydraulics, design, odor control, collection systems, laboratory procedures and quality control, construction, and plumbing industries, engineering procedures and blueprint reading, legal regulatory requirements, office accounting, bookkeeping procedures, and environmental resources planning.
2. Experience with engineering, legal, accounting, financial procedures, regulatory agencies, grant and loan procedures, rates, rules, regulations, ordinances, planning, administration, management, and coordination of projects and municipal entities, sanitary engineering and technical requirements.
3. An ability to obtain necessary license for wastewater treatment plant operator, assume responsibility and make decisions, to educate and supervise other employees, to maintain records and control costs, to communicate with the general public and regulatory agencies in a concise professional manner, to take advantage of any public relations opportunity, to motivate people and trouble shoot problems, to keep current on advances made in the environmental profession.

Duties:

1. Supervise and assist in training operators.
2. Oversee bookkeeping and billing departments.

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3. Inspect wastewater treatment plant, pumping stations, and sewer system regularly.
4. Analyze and evaluate operation and maintenance functions.
5. Initiate or recommend new or improved practices.
6. Develop plans and procedures to insure efficient plant operation.
7. Recommend plant improvements and addition to the Authority.
8. Control expenditures of budgeted funds.
9. Maintain inventory records and controls.
10. Consult with the Authority on employing personnel.
11. Review side-by-side analysis of major equipment and material.
12. Recommend specifications for major equipment and material purchases to Authority.
13. Set up safety training programs for plant personnel.
14. Set up emergency response programs.
15. Maintain effective communications with municipalities, special boards, federal and state agencies.
16. Insure that all weekly, monthly, quarterly and yearly reports are made and sent to the proper regulatory agency.
17. Insure that all laboratory task required for plant operation are performed.
18. Inspect and coordinate small construction projects.
19. Assist the Operations Supervisor and the Engineer with any problems related to the utility.
20. Assist in preparing the annual budget, conducting public relations and attend meetings for and on behalf of the Authority.
21. And any other functions that may be assign ned, directed and deemed necessary by the Authority and shall be considered a responsibility of the job.
22. A valid driver's license is required.

I acknowledge that I have read and understand my job requirements.

Print Name

Signature

Date