

Somerset County Sanitary District Inc. Benefits Package and Other Information

Pension – Maryland Supplemental Retirement System

Employee Contributory – 7% deducted from earnings and deposited into fund.

Sanitary District contribution includes:

5% contribution + 2.42 % Enhanced Pension + 1.11% Alt Contributory Surcharge

Health Insurance – Provided at no charge for Employee.

Employee + Spouse or Child and Family coverage available Sanitary District pays 50% of premium that is in excess of the cost of the individual employee coverage.

Supplementary Dental and Vision Policies available.

Vacation: will be earned monthly based on the following schedule

Day 1 through completion of 5th year – 10 days/year (6.67 hrs/mth)

Start of 6th year through completion of 10th year – 15 days/year (10.0 hrs/mth)

Start of 11th year through completion of 20th year – 20 days/year (13.33 hrs/mth)

Start of 21st year through completion of employment – 25 days/year (16.67 hrs/mth)

50 days (400 Hours) maximum accumulation may be carried into the new calendar year

Sick: Shall be earned at a rate of 6.67 hours/month (10 days/year)

Unlimited accumulation allowed and may be converted to service time at retirement.

Personal: 6 days will be received each year on January 1. New employees will receive 4 hours/month for each month remaining in the calendar year at date of hire. Personnel Leave does not carry over from year to year.

Bereavement Leave – 3 days immediate family as defined in handbook

1 day for relatives as defined in the handbook

Holidays – 12 Total – Employee may be required to work Holidays to fulfill the requirements of the position. Employee will receive 8 hours for the Holiday and 1.5 times compensation for any hours worked.

Compensatory Time or Overtime – All hours worked in excess of 40 hours per week will be compensated at a rate of 1.5 times. The Employee may elect for Overtime Pay or Compensatory Time. The Employee will elect which type of compensation they would like annually on June 15.

Uniforms and Shoes supplied:

Pants, Shirts, Jackets Rubber Boots (as needed), Raingear and Parkas.

All Safety Equipment and gear supplied i.e. gloves, face mask, hard hats, safety vest, etc.

All tools and equipment needed to perform duties for all positions are supplied by the Sanitary District.

FIELD OPERATIONS SUPERINTENDENT

EMPLOYEE:

SALARY: Grade 17

WORK SITE:

Somerset County Sanitary District Inc.
Somerset County Water and Sewer Facilities

SUPERVISED BY and REPORTS TO: General Manager

JOB SUMMARY:

This is a position that involves extensive independent judgment and decision-making. A person filling this position shall manage and oversee all aspects of the field operations and maintenance of the water and wastewater systems and related equipment and structures operated by the Somerset County Sanitary District Inc.

This position will be required to perform a variety of duties including personnel management, facilities management and contractor oversight. This position requires possible overtime work and may require flexible scheduling to complete task in a more efficient manner. This position reports to and takes direction from the General Manager.

EXAMPLES OF WORK:

Performs any combination of the following duties according to specific guidelines:

1. Schedule, direct or perform Operations and Maintenance at all Somerset County Sanitary District Facilities. These facilities include the Princess Anne WWTP, Princess Anne Gravity Sewer Collection System, Fairmount WWTP, Fairmount WWTP, Fairmount Vacuum Sewer Collection System, Tylerton WWTP and Gravity Sewer Collection System and Ewell WWTP and Gravity Sewer Collection System, Princess Anne Water System, Fairmount Water System, Outlying Crisfield Water Distribution System and Outlying Crisfield Vacuum and Gravity Sewer Collection System.
2. Perform troubleshooting and analysis to keep all systems at peak function to maintain compliance with all Maryland Department of the Environment and U.S.E.P.A. regulations.
3. Create and administer Safety program to comply with O.S.H.A. and Maryland Occupational Safety and Health regulations.
4. Schedule, direct or perform of Laboratory practices and testing for the analysis of water, wastewater, biosolids and soils.

5. Create and submit all required reports to maintain compliance with all Maryland Department of the Environment and U.S.E.P.A. regulations.
6. Specify, and purchase materials, chemicals and equipment necessary for the proper Operations and Maintenance at all Somerset County Sanitary District Facilities.
7. Specify, purchase, direct and/or oversee Contract work necessary for the proper Operations and Maintenance at all Somerset County Sanitary District Facilities.
8. Read equipment manuals and blueprints to aid in the operations of water and wastewater systems.
9. May operate office equipment to complete necessary task.
10. Uses vehicles and equipment such as pickup trucks, dump trucks and equipment including skid steer loader, power and hand tools to perform required task.
11. Performs such other duties as may be assigned by the General Manager of the Somerset County Sanitary District

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of operations and maintenance practices and procedures for Water and Wastewater Systems.
2. Working knowledge of Laboratory practices and testing for the analysis of water, wastewater, biosolids and soils.
3. Ability to understand and carry out oral and written instructions and to request clarification when needed.
4. Ability to create and maintain records and files.
5. Ability to meet public well and deal effectively with their questions or problems.
6. Ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments.
7. Ability to communicate orally and in writing.
8. Ability to read equipment manuals and blueprints to determine proper maintenance intervals and procedures.
9. Ability to work overtime and flexible hours to complete task in a more efficient manner.

TRAINING AND EXPERIENCE:

1. Bachelor's Degree or its equivalent plus two (2) years of experience in management and operations of water and wastewater systems.
2. Class D driver's License with no points.
3. Must have the following Maryland Board of Waterworks and Waste Systems Operators Certificates: Wastewater Treatment 5A, Water Treatment 3, Sewer Collections System 2 and Water Distribution System 2.
4. Any equivalent combination of experience and training that provide the preferred knowledge, skills, and abilities.

ASSISTANT FIELD OPERATIONS SUPERINTENDENT

EMPLOYEE:

SALARY: Grade 15

WORK SITE:

Somerset County Sanitary District Inc.
Somerset County Water and Sewer Facilities

SUPERVISED BY and REPORTS TO: Field Operations Superintendent

JOB SUMMARY:

This is a position that involves extensive independent judgment and decision-making. A person filling this position shall manage under the supervision of the Superintendent all aspects of the field operations and maintenance of the water and wastewater systems and related equipment and structures operated by the Somerset County Sanitary District Inc. The Assistant Field Operations Superintendent must be able to assume the duties of the Field Operations Superintendent in their absence.

This position will be required to perform a variety of duties including personnel management, facilities management and contractor oversight. This position requires possible overtime work and may require flexible scheduling to complete task in a more efficient manner. This position reports to and takes direction from the Field Operations Superintendent.

EXAMPLES OF WORK:

Performs any combination of the following duties according to specific guidelines:

1. Schedule, direct or perform Operations and Maintenance at all Somerset County Sanitary District Facilities. These facilities include the Princess Anne WWTP, Princess Anne Sewer Collection System, Fairmount Vacuum Sewer Collection System, Fairmount/Westover Collection System, Tylerton WWTP and Sewer Collection System and Ewell WWTP and Sewer Collection System, Princess Anne Water System, Fairmount Water System, Outlying Crisfield Water Distribution System and Outlying Crisfield Vacuum and Gravity Sewer Collection Systems.
2. Direct and/or perform troubleshooting and analysis to keep all systems at peak function to maintain compliance with all Maryland Department of the Environment and U.S.E.P.A. regulations.
3. Create and administer Safety program to comply with O.S.H.A. and Maryland Occupational Safety and Health regulations.
4. Schedule, direct or perform of Laboratory practices and testing for the analysis of water, wastewater, biosolids and soils.
5. Schedule, direct and/or perform sampling and analysis of water, wastewater, biosolids and soils as required to comply with all Maryland Department of the Environment and U.S.E.P.A. requirements.
6. Create and submit all required reports to maintain compliance with all Maryland Department of the Environment and U.S.E.P.A. regulations.

7. Specify, and purchase materials, chemicals and equipment necessary for the proper Operations and Maintenance at all Somerset County Sanitary District Facilities.
8. Specify, purchase, direct and/or oversee Contract work necessary for the proper Operations and Maintenance at all Somerset County Sanitary District Facilities.
9. Read equipment manuals and blueprints to aid in the operations of water and wastewater systems.
10. May operate office equipment to complete necessary task.
11. Use vehicles and equipment such as pickup trucks, dump trucks. Also uses equipment including skid steer loader, power and hand tools to perform required task.
12. Performs such other duties as may be assigned by the Field Superintendent of the Somerset County Sanitary District

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of operations and maintenance practices and procedures for Water and Wastewater Systems.
2. Working knowledge of Laboratory practices and testing for the analysis of water, wastewater, biosolids and soils.
3. Ability to understand and carry out oral and written instructions and to request clarification when needed.
4. Ability to create and maintain records and files.
5. Ability to meet public well and deal effectively with their questions or problems.
6. Ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments.
7. Ability to communicate orally and in writing.
8. Ability to read equipment manuals and blueprints to determine proper maintenance intervals and procedures.
9. Ability to work overtime and flexible hours to complete task in a more efficient manner.

TRAINING AND EXPERIENCE:

1. Bachelor's Degree or its equivalent plus one (1) year of experience in management and operations of water and wastewater systems.
2. Class D Driver's License with no points. Class B CDL Driver's License with Air and Tanker Endorsements is a plus.
3. Must have the following Maryland Board of Waterworks and Waste Systems Operators Certificates: Wastewater Treatment 5A and Water Treatment 3.
4. Must be able to obtain the following Maryland Board of Waterworks and Waste Systems Operators Superintendent Certificates within one year of employment: Wastewater Treatment 5A and Water Treatment 3.
5. Must be able to obtain the following Maryland Board of Waterworks and Waste Systems Operators Certificates within one year of employment: Collections System 2 and Water Distribution System 2.
6. Any equivalent combination of experience and training that provide the preferred knowledge, skills, and abilities.

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

EMPLOYEE:

SALARY: Grade 6

WORK SITE:

Somerset County Sanitary District Inc.
Somerset County Water and Sewer Facilities

SUPERVISED BY & REPORTS TO: Wastewater Treatment Plant Operations Chief Operator

JOB SUMMARY:

This position involves independent judgement and decision making. A person filling this position shall perform operations and/or maintenance task as required to maintain proper operations of the Wastewater Treatment Plants and related equipment and structures owned and/or operated by the Somerset County Sanitary District Inc. This person will be responsible for performing operations, maintenance and record keeping tasks a needed to comply with all applicable U.S. EPA and Maryland Department of the Environment Rules and Regulations regarding the Wastewater Treatment Plants. This person will be responsible for the operation and maintenance of the Wastewater Treatment Plants. This position will be responsible for the administrative duties required to properly operate and maintain the Wastewater Treatment Plants of the Somerset County Sanitary District Inc. This position may require on-call duty, overtime work and/or flexible scheduling to complete tasks in a more efficient manner.

EXAMPLES OF WORK:

Performs any combination of the following duties according to specific guidelines:

1. Perform daily checks of the Wastewater Treatment Plant to ensure proper operation.
2. Make adjustments as necessary to the operation of Wastewater Treatment Plant to maintain and/or improve WWTP Discharge at NPDES required Standards.
3. Perform routine preventive maintenance on vehicles and equipment; i.e. change oil lubricate equipment, change belts, etc.
4. Perform trouble shooting of equipment and related electrical systems, more specifically pumps, motors and their control systems.
5. Perform grounds keeping duties including mowing, trimming and spraying herbicide.

EXAMPLES OF WORK (cont'd):

6. Perform necessary repairs to place equipment back in service. This includes electrical and mechanical repairs.
7. Read equipment manuals and blueprints to aid in the operation and maintenance and repair of equipment.
8. Mix chemicals for the treatment of the Wastewater Systems. Make calculations to change the dosage of these chemicals as necessary.
9. Performs building maintenance, painting and cleaning, including structural repairs to both wood and cement block structures.
10. Use various vehicles and equipment including Dump Trucks Skid Steer Loaders to perform necessary work including the removal of trash and Biosolids from the Wastewater Treatment Plant, the excavation of water and/or sewer lines for repair and general clearing and leveling of land areas.
11. Inspect installations and repairs made by contractors to ensure proper materials and practices were used on each job.
12. Abide by established practices and procedures to provide a safe workplace for the persons that for the Somerset County Sanitary District Inc. most notably the persons that work in the Wastewater Treatment Plants.
13. Performs other duties as assigned by the Wastewater Treatment Plant Operations Chief Operator, Water and Sewer Operations Chief Operator, the Field Operations Superintendent or the General Manager of the Somerset County Sanitary District Inc.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of operation and maintenance practices and procedures for wastewater treatment, mechanical and electrical systems including preventive maintenance and repairs of equipment (pumps and motors), piping materials and systems and electrical systems.
2. Ability to understand and carry out oral and written instructions and to request clarification when needed.
3. Ability to maintain established records and files, specifically entries in operation and maintenance files for performance tracking purposes.

KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

4. Ability to meet public well and to deal effectively with their questions and problems.
5. Ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments.
6. Ability to communicate orally and in writing.
7. Ability to read equipment manuals and blueprints to determine the proper maintenance intervals and procedures.
8. Requires sufficient manual dexterity to handle and operate both power and hand tools.
9. Requires proficiency with welding / cutting torches, electric welders and electrical systems test equipment.
10. Ability to work on-call duty, overtime and flexible hours to complete task in a more effective manner.

TRAINING AND EXPERIENCE:

1. High school graduation or its equivalent. One year of experience in operations maintenance of wastewater systems preferred. College may be substituted for up to six (6) months of work experience.
2. Class B CDL Driver's License with tanker and air endorsements must be obtained with one year of hire date.
3. State of Maryland Class 5A Wastewater Treatment Plant Operator's Certificate must be obtained within 5 years of hire date.

WASTEWATER TREATMENT PLANT OPERATOR

EMPLOYEE:

SALARY: Grade 9

WORK SITE:

Somerset County Sanitary District Inc.
Somerset County Water and Sewer Facilities

SUPERVISED BY & REPORTS TO: Wastewater Treatment Plant Operations Chief Operator

JOB SUMMARY:

This position involves independent judgement and decision making. A person filling this position shall perform operations and/or maintenance task as required to maintain proper operations of the Wastewater Treatment Plants and related equipment and structures owned and/or operated by the Somerset County Sanitary District Inc. This person will be responsible for performing operations, maintenance and record keeping tasks as needed to comply with all applicable U.S. EPA and Maryland Department of the Environment Rules and Regulations regarding the Wastewater Treatment Plants. This person will be responsible for the operation and maintenance of the Wastewater Treatment Plants. This position will be responsible for the administrative duties required to properly operate and maintain the Wastewater Treatment Plants of the Somerset County Sanitary District Inc. This position may require on-call duty, overtime work and/or flexible scheduling to complete tasks in a more efficient manner.

EXAMPLES OF WORK:

Performs any combination of the following duties according to specific guidelines:

1. Perform daily checks of the Wastewater Treatment Plant to ensure proper operation.
2. Make adjustments as necessary to the operation of Wastewater Treatment Plant to maintain and/or improve WWTP Discharge at NPDES required Standards.
3. Perform routine preventive maintenance on vehicles and equipment; i.e. change oil lubricate equipment, change belts, etc.
4. Perform trouble shooting of equipment and related electrical systems, more specifically pumps, motors and their control systems.
5. Perform grounds keeping duties including mowing, trimming and spraying herbicide.

EXAMPLES OF WORK (cont'd):

6. Perform necessary repairs to place equipment back in service. This includes electrical and mechanical repairs.
7. Read equipment manuals and blueprints to aid in the operation and maintenance and repair of equipment.
8. Mix chemicals for the treatment of the Wastewater Systems. Make calculations to change the dosage of these chemicals as necessary.
9. Performs building maintenance, painting and cleaning, including structural repairs to both wood and cement block structures.
10. Use various vehicles and equipment including Dump Trucks Skid Steer Loaders to perform necessary work including the removal of trash and Biosolids from the Wastewater Treatment Plant, the excavation of water and/or sewer lines for repair and general clearing and leveling of land areas.
11. Inspect installations and repairs made by contractors to ensure proper materials and practices were used on each job.
12. Abide by established practices and procedures to provide a safe workplace for the persons that for the Somerset County Sanitary District Inc. most notably the persons that work in the Wastewater Treatment Plants.
13. Performs other duties as assigned by the Wastewater Treatment Plant Operations Chief Operator, Water and Sewer Operations Chief Operator, the Field Operations Superintendent or the General Manager of the Somerset County Sanitary District Inc.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of operation and maintenance practices and procedures for wastewater treatment, mechanical and electrical systems including preventive maintenance and repairs of equipment (pumps and motors), piping materials and systems and electrical systems.
2. Ability to understand and carry out oral and written instructions and to request clarification when needed.
3. Ability to maintain established records and files, specifically entries in operation and maintenance files for performance tracking purposes.

KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

4. Ability to meet public well and to deal effectively with their questions and problems.
5. Ability to establish and maintain effective working relationships with co-workers and employees and officials in other departments.
6. Ability to communicate orally and in writing.
7. Ability to read equipment manuals and blueprints to determine the proper maintenance intervals and procedures.
8. Requires sufficient manual dexterity to handle and operate both power and hand tools.
9. Requires proficiency with welding / cutting torches, electric welders and electrical systems test equipment.
10. Ability to work on-call duty, overtime and flexible hours to complete task in a more effective manner.

TRAINING AND EXPERIENCE:

1. High school graduation or its equivalent. Three years of experience in operations maintenance of wastewater systems preferred. College may be substituted for up to six (6) months of work experience.
2. Class B CDL Driver's License with tanker and air endorsements and no points.
3. State of Maryland Class 5A Wastewater Treatment Plant Operator's Certificate.