Job Title: General Manager/Chief Operator (Grade 7)

Job Summary: The General Manager/Chief Operator for ERSECO Inc., is responsible for the safe and efficient operation of the waste water treatment plant, sludge management, closed landfills, regulatory permits, EPA Biosolids Annual Report and interfaces with the Town of Erving, as necessary.

Essential Functions and Responsibilities:
- As the licensed chief operator oversees and/or assigns duties to other operators regarding operational issues, major repairs, capital projects and other matters as necessary
- Maintain a database of plant operating parameters, analysis results and outside waste received
- Maintain a database of all sludge analysis results
- Assigns the coordination of sludge sapling and analysis
- Identifies any sludge analysis results that exceed permitted limits, reports same to appropriate regulatory agencies and initiates corrective action as necessary
- Reports sludge analysis results quarterly to MA DEP
- Participates in contract negotiations with current and future sludge management contractors
- Interfaces regularly with current contractor to ensure contract compliance and smooth, efficient sludge removal and placement
- Reconciles contractor’s monthly invoices with plant records and approves payment
- Direct, coordinate and oversee all aspects of two closed landfills and complete reporting and all required paperwork for compliance with MA DEP
- Maintain and ensure that all conditions of permits are being met with regulatory agencies (i.e. MA AOS, MA ADCM BUD, NH SQC)
- Identify any potential violations, report and initiate corrective action plans as necessary
- Apply for renewal of permits and file annual reports, as required
- File Biosolids Annual Report electronically with US EPA by February 15th of each year
- Send copies of all correspondence to the town on all matters where the Town of Erving is named as the permittee or owner
- Initiate action as necessary and participate in the maintenance and renewal of the following agreements and permits: Waste Treatment Agreement, Wastewater Discharge Permit, agreement regarding third party wastewater discharges
- Meet with the Erving Select Board as necessary
Qualifications/Skills:

- Current Massachusetts Grade 7 Wastewater Treatment Plant Operators License required
- Associates Degree in Environmental Technology/Science or related field
- A minimum of five (5) years’ experience in operation, maintenance and administration of a municipal activated sludge wastewater treatment plant and sewage collection, with at least 3 years hands on experience at a level of supervisory responsibility of Grade 5 facility or higher
- Experience and specialized training in public water systems operation, construction, engineering or a closely related field with knowledge of OSHA regulations and requirements
- Knowledge of chemical impacts and reactions for a variety of chemicals associated with wastewater collection and treatment.
- Good mathematical skills needed to compute ratios and monitor chemical levels
- Computer skills and demonstrated working knowledge of Microsoft Office Suite
- Work unsupervised and react to emergency situations to maintain the safety of the plant
- Must be able to provide verbal-written instruction, to multi-task and prioritize projects, respond to inquiries/incidents and work calmly/effectively under any conditions
- Must maintain the physical condition commensurate with the demands of the position and able to stand-walk for extended periods of time
- Demonstrated ability to plan, organize, prioritize, and execute multiple projects
- Strong organizational and problem-solving skills
- Strong verbal and written communication skills
- Attention to detail and accuracy when completing tasks
- Flexibility and the ability to adapt quickly in a fast-paced environment
- Ability to maintain a positive and helpful attitude
- Ability to perform all essential functions and responsibilities in an efficient manner
- Ability to work effectively, both independently and as part of a team
- Strong work ethic

We offer a very competitive benefit package.

Equal Employment Opportunity (EEO)
Drug screen and Background check is required prior to employment.

Email resumes to: hr@ervingpapermill.com