

	EMS Document – EMS-0102.006 Name: Roles, Responsibilities and Authorities	Corresponding Requirements: ISO Standard: 4.4.1 NBP Element: 7 EMS Manual: 6-1
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Approved By: Matt Bernhardt, Director of Public Works / Utilities Signature:		Page 1 of 37

Section I	Administration
Position	Responsibilities Related to the Environmental Management System
Mayor , City Council, and City Manager	Approval of the initial EMS policy and any subsequent modifications of the EMS Policy. Budgetary appropriation of resources for the Public Works and Utilities Department.
Assistant City Manager of Operations	Approval of the initial EMS policy and any subsequent modifications of the EMS Policy. Budgetary appropriation of resources for the Public Works and Utilities Department
Director of Public Works/Utilities	Allocation of resources essential to the implementation, management, and improvement of the EMS. These resources include human resources and specialized skills, technology and financial resources. Provide oversight and review of the implementation and control of the EMS program. Review the Objectives/Targets and programs established in the EMS during the budget development process. Shall approve Level I, II, III, or IV documents as necessary. Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures. Shall appoint specific management representatives who will ensure that EMS requirements are established, implemented and maintained and who will report on the performance of the EMS. Will serve as a member of the Executive management review Board (XMRB), which will be responsible for reviewing compliance reports, progress of objectives and targets, departmental key characteristics, significant impacts, performance, policy, EMS Manual, and results of audits in order to determine continued suitability, adequacy, stability, sustainability, and effectiveness of the EMS at least semi-annually.
Customer Service Engineer, Field Operations Div. Manager, & Operational Administrative Manager	Will serve as a member of the Executive management review Board (XMRB), which will be responsible for reviewing compliance reports, progress of objectives and targets, departmental key characteristics, significant impacts, performance, and results of audits in order to determine continued suitability, adequacy, stability, sustainability, and effectiveness of the EMS at least semi-annually.
Environmental Management System Coordinator	Shall train all members of the EMS team and MRB on the EMS policy and EMS procedures related to their activities and maintain documentation of training. Related procedures are identified in EMS-0101.000. Will serve as a member of the Executive management review Board (XMRB), which will be responsible for reviewing compliance reports, progress of objectives and targets, departmental key characteristics, significant impacts, performance, and results of audits in order to determine continued suitability, adequacy, sustainability, and effectiveness of the EMS at least semi-annually. Shall serve as back-up to the Director of Public Works and Utilities to sign CPARs during his absence at XMRB meetings. Shall maintain a hard master copy of the EMS manual and Management System controlled documentation as well as an electronic form of these documents. Will also maintain a record of external distribution of

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 2 of 37

EMS related documentation.
Shall serve as the EMS Management Representative.
Shall be responsible for making revisions to any EMS related documentation (Level I documents) and updating all controlled copies.
Shall be responsible for maintaining the ISO directories on the read only drive.
Shall serve on the EMS Team and the XMRB (duties are described above).
Shall approve Level II documentation that has a prefix of “EMS” as necessary.
Shall report on corrective action reports, audit findings, monitoring and measuring data, external communication, and progress on the objectives and targets at least quarterly to the MRB as required in EMS-0100.013.
Shall serve as the primary contact for ISO 14001 certification audits of the EMS.
Shall assist with regulatory compliance audits as necessary.
Shall coordinate meetings to discuss corrective/preventative action reports, Management Review Boards, EMS status, and audits which will include setting times and locations, the development of agendas and reports, maintaining numbering systems for the C/PAR program, and issuing meeting minutes for management review boards and EMS status meetings.
Shall ensure conformance with the ISO 14001 standard and the City’s EMS within the Public Works and Utilities Department.
Shall ensure that the Public Works and Utilities Department maintains conformance with the ISO 14001 standard by conducting EMS audits and reporting back to management any problem areas.
Shall help in maintaining inter-departmental contacts to ensure that EMS activities can be performed.
Shall coordinate EMS development and implementation in other areas of the Public Works and Utilities Department.
Shall maintain documentation of relevant external communications related to environmental issues.

Section II	Wastewater Treatment Division
Position	Responsibilities Related to the Environmental Management System
Division Manager Wastewater Treatment	<p>Allocation of resources essential to the implementation, management, and improvement of the EMS. These resources include human resources and specialized skills, technology and financial resources.</p> <p>Will serve as a member of the Executive management review Board (XMRB), which will be responsible for reviewing compliance reports, progress of objectives and targets, departmental key characteristics, significant impacts, performance, and results of audits in order to determine continued suitability, adequacy, stability, sustainability, and effectiveness of the EMS at least semi-annually.</p> <p>Will serve as a member of the Division Management Review Board (MRB), which will be responsible for reviewing corrective action, compliance reports, progress of objectives and targets and audit reports at least quarterly.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall serve as back-up to the Director of Public Works and Utilities to sign CPARs during his absence at XMRB meetings</p> <p>Shall sign off for approval and/or assignment of corrective actions on corrective/preventative action reports.</p> <p>Shall approve Level II, III, or IV documents, as necessary. (procedures, forms, or work instructions).</p> <p>Shall conduct all regulatory reporting as required in WWEMS-0102.001.</p> <p>Shall review and approve objectives and targets during budget development process.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall coordinate with departmental personnel when EMS efforts require inter-departmental cooperation.</p>

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 4 of 37

Assistant Division
Manager WWT
Compliance

Allocation of resources essential to the implementation and control of the EMS. These resources include human resources and specialized skills, technology and financial resources.

Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.

Shall maintain current on all environmental laws and regulations relating to the operation of a Municipal Wastewater Treatment Division (stream quality issues, laboratory issues, pretreatment, operations, biosolids handling and land application). Must communicate new regulations to affected area supervisor.

Shall serve as a member of the EMS Team. The EMS team will review the list of aspects and impacts and identify the significant aspects annually or upon implementation of any new operations, activities, laws and/or regulations.

Shall approve Level II documents that have a prefix of WWEMS, as necessary. (Divisional EMS procedures.)

Shall approve Level III or IV documents, as necessary. (procedures, forms, work instructions).

Shall conduct all regulatory reporting as required in EMS-0102.001.

Shall sign off for approval and/or assignment of corrective actions on corrective/preventative action reports in the absence of the Division Manager.

Shall maintain documentation of relevant external communications related to environmental issues.

Shall serve on the Division's MRB (duties described above).

Shall assist with EMS audits.

Shall ensure Laboratory, Pretreatment and Biosolids personnel are trained on EMS procedures.

Shall coordinate regulatory issues (i.e. required reporting, notice of violation responses, permit renewals, etc...)

Shall serve as "chief executive officer" for the laboratories' chemical hygiene plan.

Shall assist the Assistant Division Manager WWT Operations with annual development of objectives and targets.

Shall provide summary of the following information to the EMS Coordinator for the previous quarter as required in EMS-0100.013:

- Status of Legal and Other Requirements
- Internal/External Regulatory and EMS Audit Reports
- Any objectives and targets that may be assigned to this area.

Shall maintain documentation of training for the Wastewater Treatment Division

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 5 of 37

Assistant Division
Manager WWT
Operations

Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.

Shall ensure operations and Fats, Oil and Grease (FOG) program personnel are trained on the EMS policy, EMS procedures, and new regulations related to their activities.

Shall serve on the Division's MRB (duties are described above).

Shall maintain current on all relevant laws and regulations, which relate to the treatment of wastewater and the control of fats, oil and grease in the wastewater collection system.

Shall develop new objectives and targets for the following year during budget preparation or as necessary as the result of new or revised operations, activities, laws and/or regulations. This shall include assigning training responsibilities.

Shall maintain documentation of relevant external communications related to environmental issues.

Shall conduct all regulatory reporting as required in EMS-0102.001.

Shall serve as a member of the EMS team.

Shall sign off for approval and/or assignment of corrective actions on corrective/preventative action reports in the absence of the Division Manager and Assistant Division Manager WWT Compliance.

Shall utilize the Daily Operations Sheets, Data Trend, and any other sources at their disposal to make modifications to improve plant performance.

May approve Level II documents that have a prefix of WWEMS, as necessary. (Divisional EMS procedures.)

Shall assist with updating controlled copies and logging in training on the read-only drive.

Shall approve Level III or IV documents, as necessary (procedures, forms, work instructions).

Shall provide summary of the following information to the EMS Coordinator for the previous quarter as required in EMS-0100.013:

- Internal/External Regulatory and EMS Audit Reports
- Any objectives and targets that may be assigned to this area.

Shall assist with EMS audits.

Shall assist the Assistant Division Manager WWT Compliance with EMS issues, as needed.

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 6 of 37

<p>Superintendent of Facility Maintenance</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall ensure training of Maintenance personnel on the EMS policy, EMS procedures, and new regulations related to their activities. Related procedures are identified in EMS-0101.000 and WWEMS-0101.000.</p> <p>Shall ensure training on facility maintenance procedures identified in WFM-0101.000.</p> <p>Shall serve on the MRB (responsibilities of these groups are described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relate to pump stations and maintenance at water and wastewater treatment facilities.</p> <p>Shall maintain Grade IV collection system certification.</p> <p>Shall serve on the lift station on-call rotation (see WWEMS-0102.002A)</p> <p>Shall coordinate Department issues related pump stations, maintenance, and collection system issues.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall conduct all regulatory reporting as required in EMS-0102.001.</p> <p>Shall approve Level III or IV documents, as necessary. (procedures, forms, work instructions).</p> <p>Shall ensure that a summary is provided of the following information to the EMS Coordinator for the previous quarter as required in EMS-0100.013:</p> <ul style="list-style-type: none">Internal/External Regulatory and EMS Audit ReportsHansen Work Order System (maintenance meeting notes)Any objectives and targets that may be assigned to this area. <p>Shall assist the Assistant Division Manager WWT compliance with annual development of objectives and targets.</p>
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EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Position	Responsibilities Related to the Environmental Management System
<p>Area Supervisor – Facility Maintenance</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall ensure training of Maintenance personnel on the EMS policy, EMS procedures, and new regulations related to their activities. Related procedures are identified in EMS-0101.000 and WWEMS-0101.000.</p> <p>Shall ensure training on facility maintenance procedures identified in WFM-0101.000.</p> <p>Shall serve on the EMS Team and MRB (responsibilities of these groups are described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relate to pump stations and maintenance at water and wastewater facilities.</p> <p>Shall serve as the back-up ORC for lift stations.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall generate purchase requisitions and purchase orders for this area.</p> <p>Shall conduct all regulatory reporting as required in EMS-0102.001.</p> <p>Shall ensure notification of relevant Departmental staff with regard to on-call personnel.</p> <p>Shall approve Level III or IV documents, as necessary. (forms, work instructions).</p> <p>Shall maintain Grade IV collection system certification.</p> <p>Shall serve on the lift station on-call rotation (see WWEMS-0102.002A)</p> <p>Shall assure proper maintenance of all equipment.</p> <p>Shall utilize the Hansen Work Order system to ensure that maintenance is assigned and performed per the WWTD Maintenance procedure WWEMS-0100.015.</p> <p>Shall provide summary of the following information to the EMS Coordinator for the previous quarter as required in EMS-0100.013:</p> <ul style="list-style-type: none"> Internal/External Regulatory Audit Reports Power bills Pump run-hours Sewer overflow reports Hansen Work Order System (summary work orders completed during previous quarter) Any objectives and targets that may be assigned to this area

Position	Responsibilities Related to the Environmental Management System
Industrial Chemists	<p>Shall serve as pretreatment coordinator to designated industries, municipalities or commercial establishments.</p> <p>Maintain headworks and allocation tables to establish permitted allocations allowing for control of selected influent pollutant loadings.</p> <p>Shall enforce permits through monitoring programs and inspections.</p> <p>Investigate major sources of wastewater constituents that have been identified as causing re-occurring regulatory compliance issues.</p> <p>Responsible for reviewing environmental regulations related to receiving industrial / commercial wastewaters and communicating any new requirements to other pretreatment personnel and management staff.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall conduct all regulatory reporting as required in EMS-0102.001.</p> <p>Shall summarize and provide to EMS Coordinator for the previous quarter violations related to significant effluent parameters and updates related to current projects or investigations.</p> <p>Shall report on the progress of any objective and target assigned to this area.</p> <p>Shall enter required data into Data Trend.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall train other pretreatment personnel on procedures/operational controls that the Industrial Chemist either prepared or was instrumental in preparing as identified in WPR-0101.000.</p> <p>Shall serve on the Division's MRB.</p> <p>A selected Industrial Chemist shall manage the fats, oils, and grease reduction program.</p> <p>A selected Industrial Chemist shall participate in the annual regulatory compliance audits of the Long Creek and Crowders Creek WWTP.</p> <p>A selected Industrial Chemist shall serve on the EMS Team.</p> <p>A selected Industrial Chemist will assist with Biosolids and Resource Recovery Farm activities.</p> <p>A selected Industrial Chemist shall coordinate Department issues related to odor i.e. treatment, reduction, monitoring effectiveness, public relations, new technologies, etc.</p> <p>As designated, industrial chemist(s) shall serve as an internal EMS auditor.</p>

Position	Responsibilities Related to the Environmental Management System
Crowders Creek Laboratory Supervisor	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall train all laboratory personnel on the EMS policy, EMS procedures, and new regulations related to their activities. Shall maintain documentation of training. Related procedures are identified in WCR-0101.100.</p> <p>Shall participate in annual regulatory compliance audits of the Long Creek and Crowders Creek WWTP.</p> <p>Shall serve on the Division’s MRB (duties are described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relate to the testing of wastewater samples.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues</p> <p>Shall assure proper calibration of equipment identified in EMS-0102.001.</p> <p>Shall check all laboratory bench sheets for accuracy, precision and completeness.</p> <p>Shall monitor the laboratory to assure EMS procedures are being followed properly.</p> <p>Shall assure that all lab work is conducted in a safe manner.</p> <p>Shall conduct all regulatory reporting as required in EMS-0102.001.</p> <p>Shall assure that results from laboratory tests are properly entered into Data Trend system or are reported appropriately.</p> <p>Shall assure that laboratory waste is being handled according to current laws and regulations.</p> <p>Shall arrange for proper disposal of hazardous laboratory wastes.</p> <p>Shall approve Level III or IV documents (procedures, forms, work instructions).</p> <p>Shall serve as “Chemical Hygiene Officer” for the WWTD Laboratory.</p> <p>Shall provide summary of the following information to the EMS Coordinator for the previous quarter as required in EMS-0100.013:</p> <ul style="list-style-type: none"> Internal/External Regulatory Audit Reports Hazardous waste disposal Any objectives and targets that may be assigned to the Crowders Laboratory

<p>Laboratory Technicians Level I, II, III, & IV</p>	<p>Shall perform testing in accordance with relevant EMS procedures of assigned parameters on samples received by Crowders Creek Laboratory. Shall properly complete relevant benchsheet forms documenting testing and results.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall check that samples received by Crowders Creek laboratory are correct according to chain of custody; verify and document that they are received at proper pH and temperature.</p> <p>Shall report all abnormalities noted in sample collection or testing procedures to Crowders Creek laboratory supervisor.</p> <p>Shall perform all required quality control testing as verification of testing accuracy and precision</p> <p>Shall perform and record calibrations of laboratory equipment as required in EMS procedures.</p> <p>Shall input sample results into DataTrend system upon completion of analysis</p> <p>Designated personnel shall complete calibration checks on portable pH, DO, and chlorine sampling units.</p> <p>Shall properly dispose of laboratory waste according to EMS procedures.</p> <p>Shall wash and prepare collection bottles and laboratory glassware according to EMS procedures.</p> <p>Designated personnel shall organize and prepare bottles and chain of custody forms for sample collection.</p> <p>Shall periodically review assigned laboratory procedures.</p> <p>Highest grade level technician on site shall be responsible for laboratory supervisor's duties in his/her absence unless otherwise designated by laboratory supervisor.</p> <p>Shall maintain assigned laboratory instrumentation to assure accuracy and precision.</p> <p>Laboratory Technician III staff may assist with the development and writing of standard operating instructions.</p> <p>A designated laboratory technician shall serve on the EMS Team (duties are described above).</p> <p>Laboratory Technician IV staff shall also:</p> <ul style="list-style-type: none">◆ Assist in training laboratory and collection personnel.◆ Assist in updating laboratory procedures and developing new ones.◆ Maintain current knowledge of all laboratory procedures.◆ Maintain current knowledge on all relevant laws and regulations, which relate to the testing of wastewater samples. <p>Maintain current knowledge of instrumentation and techniques, which could enhance the accuracy or efficiency of laboratory testing. As advantageous, shall recommend changes in equipment and procedures to laboratory supervisors</p> <p>Designated Laboratory Technician(s) shall serve as Sampling Technicians and are assigned the following additional duties:</p> <ul style="list-style-type: none">◆ Shall complete scheduled sampling or special request sampling including spill sampling and send the results to the appropriate person(s).◆ Shall assure the maintenance and upkeep of the assigned sampling vehicle.◆ Shall assist pretreatment industrial chemists with pollutant loading investigations.◆ Shall inform pretreatment coordinators and laboratory supervisor of unusual events related to wastewater discharge. <p>Designated Laboratory Technician IV shall assist with the implementation of pretreatment activities as described in the Industrial Chemist section of this document.</p> <p>As designated, laboratory technician(s) shall serve as an internal EMS auditor.</p>
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Position	Responsibilities Related to the Environmental Management System
Crowders Creek Senior Plant Operator (ORC)	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall train all operations personnel on the EMS policy, EMS procedures, and new regulations related to their activities and maintain documentation of training. Related procedures are listed in WCR-0101.000.</p> <p>Shall serve on the Division’s MRB (duties are described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relates to the treatment of wastewater and biosolids.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall conduct all regulatory reporting as required in EMS-0102.001.</p> <p>Shall maintain NC Grade IV Operators Certification and Land Application Operator Certification.</p> <p>Shall identify and assure proper calibration and maintenance of operations equipment.</p> <p>Shall utilize the Daily Operations Sheets, Data Trend, and any other sources at their disposal to make modifications to improve plant performance.</p> <p>Shall approve Level III or IV documents (forms, work instructions).</p> <p>Shall provide summary of the following information to the EMS Coordinator for the previous quarter as required in EMS-0100.013:</p> <ul style="list-style-type: none"> ○ Internal/External Regulatory Audit Reports ○ Any objectives and targets that may be assigned to the Crowders Creek WWTP ○ Graphs of quarterly trends for significant effluent parameters

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 12 of 37

Long Creek Senior Plant Operator (ORC)	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall train all operations personnel on the EMS policy, EMS procedures, and new regulations related to their activities. Shall maintain documentation of training. Related procedures are identified in WLC-0101.000.</p> <p>Shall serve on the Division's MRB (duties described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relates to the treatment of wastewater and biosolids.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall conduct all regulatory reporting as required in EMS-0102.001.</p> <p>Shall maintain NC Grade IV Operators Certification and Land Application Operators Certification.</p> <p>Shall identify and assure proper calibration and maintenance of operations equipment.</p> <p>Shall utilize the Daily Operations Sheets, Data Trend, and any other sources at their disposal to make modifications to improve plant performance.</p> <p>Shall approve Level III or IV documents (forms, work instructions).</p> <p>Shall provide summary of the following information to the EMS Coordinator for the previous quarter as required in EMS-0100.013:</p> <ul style="list-style-type: none">○ Internal/External Regulatory Audit Reports○ Any objectives and targets that may be assigned to the Long Creek WWTP○ Graphs of quarterly trends for significant effluent parameters
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Position	Responsibilities Related to the Environmental Management System
<p>Crowders Creek Wastewater Treatment Operators</p>	<p>All certified operators on each shift are responsible for the proper operation of the entire plant during their shift.</p> <p>At least one NC Certified Operator must be on-site at all times.</p> <p>Must sign Operators Log Book upon reporting to and leaving work</p> <p>Shall record any and all SCADA or manual modifications made to all areas of the facility in the Operator’s Log Book along with their name, date, and time of occurrence.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall complete rounds to each area of the facility per Rounds Procedure (WCR-0100.000)</p> <p>Shall respond to alarms caused by failures with the laboratory environmental process rooms.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the managing staff or operator on call, immediately.</p> <p>Shall complete Daily Operations Sheet for any and all activities.</p> <p>Shall input required data on the Crowders Creek input forms on Data Trend.</p> <p>Shall complete Chlorine and Sulfur Dioxide delivery checklist upon delivery.</p> <p>Unless otherwise designated by the senior plant operator, the highest level operator on a shift (or most senior operator if two or more have the same highest level position) shall serve as the Lead Operator.</p> <p>Lead Operators and Grade IV operators are responsible for reviewing plant performance data and informing other co-workers of the plant status and possible problems. During shift change, they are also responsible for informing the incoming shift of equipment / operational problems.</p> <p>Lead operators shall ensure that all cleaning duties are performed per the cleaning schedule provided by management.</p> <p>Designated operations staff assists with Biosolids and Resource Recovery Farm activities upon request.</p> <p>As designated, Operator(s) shall serve as an internal EMS auditor.</p> <p>As designated, Operator shall serve as back-up Biosolids ORC.</p> <p>As designated, Operator(s) shall serve as back-up treatment plant ORC.</p> <p><u>1st Shift</u></p> <p>Shall complete any required changing of chlorine and/or sulfur dioxide tanks per the requirements of the Risk Management Plan during daylight hours.</p> <p>Shall collect all process control and compliance samples for submission to the laboratory (WCR-0100.002)</p> <p>Shall record the temperatures of the influent and effluent samplers daily on the Daily Operations Sheet</p> <p>Shall sample and record the following compliance parameters on the Daily Operations Sheet: influent pH and temperature, effluent pH, temperature, DO, and flow.</p> <p>Shall calibrate daily the portable pH and DO meters. All calibrations shall be recorded on the Daily Operations Sheet. Only operators that have received documented calibration training by the laboratory supervisor or designated personnel will calibrate the instruments.</p> <p>Shall complete generator logs during any generator operation or testing.</p> <p>Shall change out charts at remote metering systems located at Bessemer City 1&2, Clover and Kings Mountain as needed.</p> <p>Shall set up transfer lines for digester on an as needed basis.</p> <p>Shall change in plant charts throughout facility once per week</p>

Designated operators will perform monthly safety inspections of plant fire extinguishers, eyewashes, emergency showers, ladders and first aid kits.

2nd Shift

Shall obtain all available data from the laboratory for process control purposes and post on the board in the operator's control room.

Shall develop process control graphs upon request by management.

Shall complete generator logs during any generator operation or testing.

Shall complete any required changing of chlorine and/or sulfur dioxide tanks per the requirements of the Risk Management Plan during daylight hours.

Shall shut down transfer lines from digester

3rd Shift

Shall obtain data from Daily Operations Sheet, calculate totals where necessary and post on the board in the Operator's Control Room.

Shall change in plant charts in operators office as needed

Shall clean collection bottles at all composite sampling unit once per week

Shall develop process control graphs upon request by management.

Long Creek
Wastewater
Treatment
Operators

All certified operators on each shift are responsible for the proper operation of the entire plant during their shift.

At least one NC Certified Operator must be on-site at all times.

Must sign Operators Log Book upon reporting to and leaving work

Shall record any and all SCADA or manual modifications made to all areas of the facility in the Operator's Log Book along with their name, date, and time of occurrence.

Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.

Shall complete rounds to each area of the facility per Round Procedure (WLC-0100.011).

Shall report any problems, potential problems, and/or non-compliant events to the managing staff or operator on call, immediately.

Shall complete Daily Operations Sheet for any and all activities.

Shall input required data on the Long Creek input forms on Data Trend.

Shall complete Chlorine and Sulfur Dioxide delivery checklist upon delivery.

Shall complete daily operations sheet for all chemical additions.

Unless otherwise designated by the senior plant operator, the highest level operator on a shift (or most senior operator if two or more have the same highest level position) shall serve as the Lead Operator.

Lead operators shall ensure that all cleaning duties are performed per the cleaning schedule provided by management.

Lead Operators and Grade IV operators are responsible for reviewing plant performance data and informing other co-workers of the plant status and possible problems. During shift change, they are also responsible for informing the incoming shift of equipment / operational problems.

Designated operators shall complete safety equipment testing and inspections inspection schedule.

Designated operators will perform monthly inspections of plant fire extinguishers.
Designated operator shall serve on the EMS Team (duties are described above).
Grade III and IV operators shall complete quarterly valve exercise program and complete the Long Creek Valve Exercise form WLC-0101.011C.
Designated operations staff assists with Biosolids and Resource Recovery Farm activities upon request.
As designated Operator(s) shall serve as an internal EMS auditor.
As designated, Operator shall serve as back-up Biosolids ORC.
As designated, Operator(s) shall serve as back-up treatment plant ORC.
Shall complete generator logs during any generator operation or testing.

1st Shift

- Shall complete any required changing of chlorine and/or sulfur dioxide tanks per the requirements of the Risk Management Plan during daylight hours.
- Shall collect all process control and compliance samples for submission to the laboratory (See sampling procedure WLC-0100.002)
- Shall collect and record the following compliance parameters on the Daily Operations Sheet: influent pH and temperature, effluent pH, temperature, DO, and flow.
- Shall calibrate daily the portable pH and DO meters and inspect weekly the methane, H₂S, CL₂, and SO₂ gas monitors. A designated operator with change out certification shall calibrate SO₂ / CL₂ Hand Analyzer monthly. All calibrations shall be recorded in the calibration logbook. Only operators that have received and recorded calibration training by the laboratory supervisor or designated personnel.
- Shall set up transfer lines for digester on an as needed basis.

2nd Shift

- Shall collect samples for A²O performance monitoring per the requirements of management.
- Shall obtain all available data from the laboratory for process control purposes and post on the board in the operator's control room.
- Shall develop process control graphs upon request by management.
- Shall complete any required changing of chlorine and/or sulfur dioxide tanks per the requirements of the Risk Management Plan during daylight hours.
- Shall set up transfer lines for digester on an as needed basis.

3rd Shift

- Shall collect samples for A²O performance monitoring per the requirements of management, including microscopic evaluations.
- Shall obtain data from Daily Operations Sheet, total where necessary and post on the board in the Operator's Control Room.
- Shall develop process control graphs upon request by management.
- Shall set up transfer lines for digester on an as needed basis.

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
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Position	Responsibilities Related to the Environmental Management System
<p>Facility Maintenance - Field Supervisor</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the managing staff or operator or maintenance staff on call, immediately.</p> <p>Shall utilize the Hansen Work Order system to ensure that maintenance is assigned and performed per the WWTD Maintenance procedure WWEMS-0100.015.</p> <p>Shall ensure training of facility maintenance staff on EMS, WWEMS, and area procedures.</p> <p>Shall coordinate the creation and accuracy of maintenance standard operating instructions.</p> <p>Shall maintain current on latest technologies and laws and regulations regarding mechanical / electrical maintenance activities</p> <p>Shall ensure timeliness of maintenance activities.</p> <p>Shall perform visual electrical safety inspections of all equipment prior to use.</p> <p>Shall serve as an EMS auditor.</p> <p>Shall serve on the EMS Team and Division's MRB Board (responsibilities of these groups are described above)</p> <p>Shall serve on the electrical on-call rotation (see WWEMS-0102.002A)</p> <p>Shall perform related tasks as required by management.</p>

Position	Responsibilities Related to the Environmental Management System
<p align="center">Facility Maintenance - Plant Mechanic I, II, & III</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the managing staff or operator or maintenance staff on call, immediately.</p> <p>Shall perform maintenance tasks per standard operating instructions, equipment operation and maintenance manuals, and employee’s best professional judgment.</p> <p>Shall coordinate maintenance work with operations staff to ensure minimum disruptions in treatment occur when performing maintenance tasks.</p> <p>Shall perform maintenance activities in a timely manner to ensure efficient operation of equipment.</p> <p>Shall serve on the mechanical on-call rotation (see WWEMS-0102.002A)</p> <p>Designated Plant Mechanics shall perform lift station rounds as well as the WS&T pump station rounds as required by management.</p> <p>The highest-level mechanic on a job site (or most senior mechanic if two or more have the same highest level position) shall serve as the Lead Mechanic.</p> <p>Lead Mechanic and/or Plant Mechanic III’s are responsible for ensuring that maintenance activities are performed according to identified priorities, but also responds to emergency situations. Coordinates routine, corrective and emergency maintenance activities with other co-workers on-site at WWTD & WS&T facilities.</p> <p>Lead Mechanic and/or Plant Mechanic III’s are responsible for ensuring that all required information is noted on Hansen work orders and work orders are forwarded per the WWTD Maintenance procedure (WWEMS-0100.015).</p> <p>Shall perform related tasks as required by management.</p> <p>Shall perform visual electrical safety inspections of all equipment prior to use.</p> <p>Assist maintenance or contractor as required</p> <p>Pick-up parts As needed</p> <p>Designated mechanics will perform monthly inspections of WWTD lift station and WS&T pump station fire extinguishers and visual inspections of ladders, tools and drop cords prior to use.</p>
<p align="center">Facility Maintenance - Electrician</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the managing staff or operator or maintenance staff on call, immediately.</p> <p>Shall perform maintenance tasks per standard operating instructions, equipment operation and maintenance manuals, and employee’s best professional judgment.</p> <p>Shall coordinate maintenance work with operations staff to ensure minimum disruptions in treatment occur when performing maintenance tasks.</p> <p>Shall perform all maintenance activities in a timely manner to ensure efficient operation of equipment.</p> <p>Shall serve on the electrical on-call rotation (see WWEMS-0102.002A)</p> <p>Shall ensure that maintenance activities are performed according to identified priorities, but also responds to emergency situations. Coordinates routine, corrective and emergency maintenance activities with other co-workers on-site.</p> <p>Shall ensure that all required information is noted on Hansen work orders and work orders are forwarded per the WWTD Maintenance procedure (WWEMS-0100.015).</p> <p>Shall perform visual electrical safety inspections of all equipment prior to use.</p> <p>Shall perform related tasks as required by management.</p>

Position	Responsibilities Related to the Environmental Management System
<p>Facility Maintenance – Crew Chief</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the managing staff or operator or maintenance staff on call, immediately.</p> <p>Shall coordinate landscaping activities to ensure tasks are performed in a timely manner and to ensure appropriate access to all equipment and/or sites where maintenance activities may be required.</p> <p>Shall perform related tasks as required by management.</p> <p>Shall perform visual electrical safety inspections of all equipment prior to use.</p> <p>Shall possess a valid North Carolina Pesticide license or obtain in 18 months from date of hire.</p>
<p>Facility Maintenance – Landscape Technician (Levels I & II)</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall report any problems, potential problems, and/or non-compliant events to the managing staff or operator or maintenance staff on call, immediately.</p> <p>Shall maintain landscaping and grounds maintenance activities at all water and wastewater facilities.</p> <p>Shall perform related tasks as required by management.</p> <p>Shall perform visual safety inspections of all equipment prior to use.</p> <p>Level II Landscape Technicians shall maintain pesticides license.</p>

Position	Responsibilities Related to the Environmental Management System
Senior Plant Operator Biosolids (ORC)	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall train all City personnel working with biosolids program. Shall maintain documentation of training. Related procedures are identified in WRF-0101.000.</p> <p>Shall serve on the MRB (responsibilities of these groups are described above).</p> <p>Shall maintain current on all relevant laws and regulations related to the management and application of residuals from wastewater treatment and water treatment.</p> <p>Shall maintain records related to the land application of biosolids (permits, compliance records, and monitoring data).</p> <p>Shall enter required data into Data Trend.</p> <p>Shall track preventative maintenance performed at the Resource Recovery Farm.</p> <p>Shall ensure that the Residuals Management Contractor is following requirements as outlined by the Land Application permit, 40 CFR part 503 regulations, and professional services contract with the City of Gastonia.</p> <p>Shall conduct and document site visits to all permitted land application sites, which includes the Resource Recovery Farm.</p> <p>Shall conduct all regulatory reporting as required in EMS-0102.001.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall maintain NC ORC Certification for Land Application/Residuals Operator.</p> <p>Shall approve Level III or IV documents (procedures, forms, work instructions).</p> <p>Shall provide summary of the following information to the EMS Coordinator for the previous quarter as required in EMS-0100.013:</p> <ul style="list-style-type: none"> Internal/External Regulatory Audit Reports Hansen Work Order System (# of work orders issued versus # completed, list of any preventative maintenance that has not been completed, and summarize corrective maintenance during previous quarter) Any objectives and targets that may be assigned to the biosolids area.

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Position	Responsibilities Related to the Environmental Management System
Biosolids Back-up ORC (Internal)	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall maintain current on all relevant laws and regulations related to the management and application of residuals from wastewater treatment and water treatment.</p> <p>Shall maintain records related to the land application of biosolids (permits, compliance records, and monitoring data).</p> <p>Shall enter required data into Data Trend.</p> <p>Shall conduct and document site visits to all permitted land application sites, which includes the Resource Recovery Farm.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall maintain NC ORC Certification for Land Application/Residuals Operator.</p> <p>Shall ensure that the Residuals Management Contractor is following requirements as outlined by the Land Application permit, 40 CFR part 503 regulations, and professional services contract with the City of Gastonia.</p> <p>Shall track preventative maintenance performed at the Resource Recovery Farm.</p>
Biosolids Contractor/Contract or Employees/Sub-Contractors of the Biosolids Contractor	<p>External</p> <p>Shall ensure that all contractor personnel are aware of the City of Gastonia’s EMS policy and any procedures that impact their work.</p> <p>Shall ensure that requirements of the Land Application permit, 40 CFR part 503, and the Professional Services Agreement with the City of Gastonia are carried out.</p> <p>Shall maintain NC ORC Certification for Land Application/Residuals Operator.</p>

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 21 of 37

Position	Responsibilities Related to the Environmental Management System
Trades Helpers	Shall assist operators as deemed necessary by lead operators. Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures. Designated personnel shall maintain housekeeping of the buildings and grounds and do mail run.
Administrative Assistant	Shall maintain and verify purchase requisitions and purchase orders for Division. Shall maintain files for the Division. Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures. Shall maintain spill/overflow report records. Shall maintain State correspondence. Shall log and route external communications. Shall assist with various projects as needed. Shall serve as an EMS auditor.
Part-time Office Assistants	Shall assist with various projects as needed. Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures. Shall log and route external communications.

Section III	Water Supply and Treatment Division
Position	Responsibilities Related to the Environmental Management System
Division Manager	<p>Allocation of resources essential to the implementation, management, and improvement of the EMS. These resources include human resources and specialized skills, technology and financial resources</p> <p>Will serve as a member of the Executive management review Board (XMRB), which will be responsible for reviewing compliance reports, progress of objectives and targets, departmental key characteristics, significant impacts, performance, and results of audits in order to determine continued suitability, adequacy, stability, sustainability, and effectiveness of the EMS at least semi-annually.</p> <p>Will serve as a member of the Division Management Review Board (MRB), which will be responsible for reviewing corrective action, compliance reports, progress of objectives and targets and audit reports at least annually.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall sign off for approval and/or assignment of corrective actions on corrective/preventative action reports.</p> <p>Shall approve Level II, III, or IV documents, as necessary. (procedures, forms, or work instructions).</p> <p>Shall assure all regulatory reporting as required in WST-EMS2.001.</p> <p>Shall review and approve objectives and targets during budget development process.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall coordinate with departmental personnel when EMS efforts require inter-departmental cooperation.</p> <p>Plans long-term operations and compliance of City's Water Supply and Treatment Division</p> <p>Responsible for operations and compliance of City's Water Supply and Treatment Division</p> <p>Coordinating City efforts to protect the water quality of Mountain Island Lake and the adjacent watershed area</p> <p>Responsible for divisional operations in a manner that insures compliance with all existing and future State and Federal Safe Drinking Water Act regulations</p> <p>Overseeing the design and construction work for all new drinking water facilities and improvements to existing facilities</p> <p>Oversees preparation of divisional budget, executes authorized budget; is responsible for monitoring budget to maintain expenditures within budgetary expectations</p> <p>Directs and participates in a variety of complex engineering duties associated with the design, operation and overall maintenance of Water Supply and Treatment plant facilities and laboratories;</p> <p>Reviews and recommends for approval all construction and maintenance procedures of the water distribution system that impact the Water Supply and Treatment Division;</p> <p>Serves as the Operator in Responsible Charge (ORC) of the City of Gastonia Water Treatment System (PWSID 01-36-010);</p> <p>Assists in the preparation, approval and implementation of the Department CIP projects involving Water Supply and Treatment facilities;</p> <p>Responsible for development of all standards for design, safety and operation of all division facilities, equipment and activities;</p> <p>Plans and oversees a variety of operational research and laboratory investigations to improve methods of treatment, laboratory techniques, energy conservation and cost reduction;</p> <p>Responsible for the interpretation and implementation of regulations and directives from State and Federal regulatory agencies;</p>

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 23 of 37

Reviews compliance with N.P.D.E.S. permit and Safe Drinking Water Act;
Responds to citizen or agency concerns; coordinates activities with public and private agencies;
Collaborates with appropriate City Departments and Emergency Management personnel in developing emergency response and contingency plans;
Attends and implements training sessions and conferences to stay abreast of new regulations and technology;
Serves as Division leader on Departmental Leadership Team in development of Departmental and Divisional Strategic Plan;

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

<p>Assistant Division Manager – Compliance Water Supply & Treatment</p>	<p>Allocation of resources essential to the implementation and control of the EMS. These resources include human resources and specialized skills, technology and financial resources.</p> <p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall maintain current on all environmental laws and regulations relating to the operation of a Municipal Water Treatment Plant. Must communicate new regulations to affected area supervisor.</p> <p>Shall develop new objectives and targets for the following year during budget preparation or as necessary as the result of new or revised operations, activities, laws and/or regulations.</p> <p>Shall serve as a member of the EMS Team. The EMS team will review the list of aspects and impacts and identify the significant aspects annually or upon implementation of any new operations, activities, laws and/or regulations.</p> <p>Shall approve Level II documents that have a prefix of WST-EMS, as necessary. (Divisional EMS procedures.)</p> <p>Shall approve Level III or IV documents, as necessary. (procedures, forms, work instructions).</p> <p>Shall conduct all regulatory reporting as required in WST-EMS2.001.</p> <p>Shall sign off for approval and/or assignment of corrective actions on corrective/preventative action reports in the absence of the Division Manager.</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall serve on the Division's MRB (duties described above).</p> <p>Shall coordinate regulatory issues (i.e. required reporting, notice of violation responses, permit renewals, etc...)</p> <p>Shall provide summary of the following information to the EMS Coordinator or designee for the previous time period as required in EMS-0100.013:</p> <ul style="list-style-type: none"> Internal/External Regulatory and EMS Audit Reports Any objectives and targets that may be assigned to this area. <p>Responsible for the Regulatory Compliance Monitoring and Reporting; assures proper monitoring and testing is being done; oversees the preparation of mandatory reports required by state and federal agencies</p> <p>Responsible for Laboratory Operations and Certification (Drinking water & Wastewater), assure the proficiency testing is done</p> <p>Responsible for the Water Quality Assurance Program</p> <p>Responsible for the Distribution System Water Quality Flushing and Sampling Program.</p> <p>Responsible for the Public Relations Program; responds to customer complaints</p> <p>Responsible for the Technical Services Program (including Data Management)</p> <p>Acts as back-up Operator in Responsible Charge</p> <p>Serves as On-call contact for after hours emergencies</p> <p>Supervises laboratory personnel including doing evaluations, time sheets and payroll.</p> <p>Reads, interprets and implements regulations and directives from the State of North Carolina, US EPA and other regulatory agencies.</p> <p>Prepares and/or oversees the preparation of a wide variety of technical and special reports required by City, State and Federal Agencies</p> <p>Establishes standards and issues general instructions for the operational activities of water treatment facilities; sets guidelines for chemical additions</p> <p>Plans and schedules training courses for WS&T personnel</p> <p>Assists WS&T Manager in maintaining information on current projects from beginning to end.</p>
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EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 25 of 37

Monitors and assures compliance with NPDES permits, Safe Drinking Water Act, Surface Water Treatment Rule, Lead and Copper Rule, Enhanced Surface Water Treatment Rule and Disinfection, Disinfection-By-Product Rule, Turbidity Rule

Directs operations in the absence of Assistant Manager-Operations

Assures adherence to the City's safety policies and applicable safe work requirements.

Assures maintenance of and compliance to the division's Standard Operating Procedures, Chemical Hygiene Plan and Lab Procedures Manuals.

Maintains all data collection databases including SCADA, OPS 32, Hansen and ones on access.

Does research on purchasing, signs off on all purchase orders; tracks expenditures and requisitions against funds available in the various budget codes

Has major input into the Budget process and CIP process

Creates annual state required Water Quality Report and assures necessary data is distributed to municipal customers so it can be included in their Water Quality Reports.

Plans and directs a variety of operational research and laboratory investigations to improve methods of treatment, laboratory techniques, energy conservation and cost reduction.

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

<p>Assistant Division Manager- Operation and Supply Water Supply & Treatment</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall ensure operations personnel are trained on the EMS policy, EMS procedures, and new regulations related to their activities.</p> <p>Shall serve on the Division's MRB (duties are described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relates to the treatment of water</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Shall conduct all regulatory reporting as required in WST-EMS2.001.</p> <p>Shall sign off for approval and/or assignment of corrective actions on corrective/preventative action reports in the absence of the Division Manager and Assistant Division Manager-Compliance.</p> <p>May approve Level II documents that have a prefix of WSEMS, as necessary. (Divisional EMS procedures.)</p> <p>Shall approve Level III or IV documents, as necessary. (procedures, forms, work instructions).</p> <p>Shall provide summary of the following information to the EMS Coordinator for the previous time period as required in EMS-0100.013:</p> <ul style="list-style-type: none"> Internal/External Regulatory and EMS Audit Reports Hansen Work Order System Any objectives and targets that may be assigned to this area. <p>Shall assist the Assistant Division Manager compliance with annual development of objectives and targets.</p> <p>Currently performing some of the duties of the Senior Plant Supervisor (position frozen), such as overseeing plant operations, scheduling of plant personnel, hiring, evaluations, process control, and safety</p> <p>Responsible for the Maintenance at all of the water plant facilities and Raw Water Lines from Mountain Island Lake to the Water Plant</p> <p>Does the Monthly Report to the State for Sludge Plant as ORC of Sludge Plant</p> <p>Generates Hanson Work Orders for Plant Mechanic and for Facility Maintenance Personnel through Marvin Moose</p> <p>Enters all PM information into Hansen for scheduling purposes</p> <p>Reviews all completed work orders</p> <p>Maintains parts inventory for repairs and purchases items as necessary</p> <p>On call every 6th week</p> <p>Manages Emergency Generator permit, inspection and Air quality reports</p> <p>Manages Air Compressor inspection and permits</p> <p>Responsible for Security</p> <p>Responsible for Grounds Maintenance of the water plant, Sludge Plant and Rankin Lake</p> <p>Responsible for the Cleaning and Maintenance of Basins</p> <p>Respond to requests for information from other divisions, departments and consultants</p> <p>Involved in all New Projects as required</p> <p>Generates weekly maintenance report of work orders</p> <p>Will assume the responsibilities of Division Manager on a rotating basis with Asst. Manager of Water Quality/compliance when Division Manager is absent.</p> <p>Responsible for vehicle maintenance for division</p> <p>Deals with difficult customer service problems as necessary</p>
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EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 27 of 37

Reviews monthly state report
Prepares budget for maintenance and operations
Administers SCADA system with Asst. Manager of Water Quality/Compliance
Works with facility maintenance, water and sewer and other departments to complete projects or repairs.
Reviews documentation for public distribution
Works with GPS/GIS/ArcView
Liaison with Duke Power and Mountain Island Marine Commission for Lake management
Involved in Emergency/disaster planning
And other tasks as required

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 28 of 37

<p>Senior Water Plant Supervisor</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall train all operations personnel on the EMS policy, EMS procedures, and new regulations related to their activities.</p> <p>Shall serve on the Division's MRB (duties described above).</p> <p>Shall maintain current on all relevant laws and regulations, which relates to the treatment of water and its distribution</p> <p>Shall approve Level III or IV documents (work instructions, reference charts)</p> <p>Shall maintain documentation of relevant external communications related to environmental issues.</p> <p>Supervises employees in the technical, physical, and chemical functions and operations of a Water Treatment Plant.</p> <p>Performs administrative duties related to records, data entry, and reporting to State and Federal Regulatory Agencies.</p> <p>Involved in the generation of monthly NPDES Report.</p> <p>Schedules and supervises work to be performed by Operational and Maintenance plant personnel.</p> <p>Conveys instructions to plant operators relative to general operative procedures;</p> <p>Monitors the operation of the plant to ensure conformance to standards and plant efficiency</p> <p>Conducts or oversees plant employee training in mandated Safety Programs and compiles required documentation records</p> <p>Performs administrative duties to include acquisition of facility supplies, materials, and equipment</p> <p>Prepares, reviews, and submits special reports required by County, State, Federal Regulatory Agencies</p> <p>Does budget recommendations and employee evaluations</p> <p>Reviews records of plant operations and activities including the personnel files and payroll.</p> <p>Develops monthly operational schedule, monthly work schedule, and staffing recommendations.</p> <p>Supervises operation of computerized monitoring and control system</p> <p>Initiates or reviews and approves all work order requests submitted to Facility Maintenance for maintenance, repairs or replacement of equipment</p> <p>Plans, conducts, or oversees in-service training of new employees</p> <p>Resolves difficult technical problems as required</p> <p>Coordinates Career Development and required Certification Programs</p> <p>Reviews and investigates data required for required monthly state report</p> <p>Maintains spare parts inventory within the division</p> <p>Compiles and submits a monthly maintenance activity report</p> <p>Coordinates preventative maintenance of plant equipment and appurtenances</p> <p>Conducts interviews and makes recommendations for hiring Operational and Maintenance staff.</p> <p>Coordinates facility vehicle maintenance schedules</p> <p>Assists in research projects as required</p> <p>Ability to be on 24-hour call duty to initiate required actions and to notify appropriate personnel of emergency situations</p> <p>Evaluates the analytical results of process control testing</p> <p>Coordinates projects with outside vendors and contractors</p> <p>Performs other duties as required.</p>
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EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

<p>Laboratory Technician IV/Technical Services</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Determines the status of Bulk Chemical Inventories by manually checking levels 3 times a week, arranging for chemical shipments, completing requisition orders, dealing with chemical vendors and checking the chemical manifests for accuracy</p> <p>Shall participate in internal and external audits</p> <p>Loads and unloads chlorine cylinders from delivery trucks and changes-out the chlorine cylinders while using SCBA according to the RMP</p> <p>Back-up person for Lead Operator, Lab Technicians, Assistant Division Manager/Operation and Supply, and Assistant Division Manager/Compliance</p> <p>In-house Trainer for safety and arranges for CEU training for operators</p> <p>Reviews Lab Data on Database weekly and on-line turbidity readings daily</p> <p>Trouble shoots process and Laboratory bench top instrumentation and arranges for repairs if necessary</p> <p>Writes instructions for new laboratory and operational instrumentation</p> <p>Ensure the annual and quarterly regulatory testing is done</p> <p>Does presentations to civic groups and schools</p> <p>Deals with customer complaint calls, enters data into complaint database, arranges for sampling by lab techs and contact customers if re-sampling is necessary</p> <p>Reviews Rankin Lake Data to ensure facility is always ready to use if necessary</p> <p>Arrange for regulatory proficiency testing in the lab</p> <p>Reviews monthly NPDES and Public Water Supply reports</p> <p>Updates Quality Assurance Plan</p> <p>Deals with the Grass Carp stocking of Mountain Island Lake/Rankin Lake</p> <p>Involved with security issues, special projects and other tasks as required</p> <p>On-call (every 3rd week)</p>
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EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

<p>Water Supply and Treatment Laboratory Technician</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall participate in internal and external audits</p> <p>Designated Laboratory Technician will sample the water at residential exterior faucets</p> <p>Analyze for chlorine</p> <p>Collect regularly scheduled samples for analysis at the lab.</p> <p>Analyze samples at lab</p> <p>Do complaint call sampling as required</p> <p>Assist with flushing of distribution lines as necessary.</p> <p>Sample new lines as required.</p> <p>Designated Laboratory Technician will determine flushing schedule for the day.</p> <p>Designated Laboratory Technician will flush the water distribution lines at designated points.</p> <p>Sample and analyze for chlorine, turbidity and pH.</p> <p>Collect samples for analysis at the water plant lab.</p> <p>Analyze collected samples at the Water Plant laboratory</p> <p>Do calculations and enter data.</p> <p>When required take complaint call samples and flush</p> <p>Assist in laboratory as necessary.</p> <p>Designated Laboratory Technician will prepare plates for inoculation.</p> <p>Do dilutions of samples.</p> <p>Analyze and incubate samples.</p> <p>Perform quality control analyses</p> <p>Calculate results</p> <p>Enter results into the database.</p> <p>Assist Wet Chemistry Lab Technician when necessary.</p> <p>Designated Laboratory Technician will make bacteriological media</p> <p>Clean dishes</p> <p>Maintain cleanliness of laboratory.</p> <p>Calibrate and maintain instrumentation,</p> <p>Perform quality control checks</p> <p>Designated Laboratory Technician will perform analyses Iron, Manganese, Copper, Dissolved Oxygen, Chlorides, Fluorides, pH, Turbidity, Zeta Potential, Color, Odor (True and Apparent), Alkalinity, Carbon Dioxide, Hardness, Conductivity, Settleable Matter, Total Suspended Solids, Total & Free Chlorine and Nitrates</p> <p>Calculate analytical results</p> <p>Enter data into the computer database.</p> <p>Make reagents for lab and operators</p> <p>Designated Laboratory Technician will operate IC to analyze for Fluoride, Phosphates, Chlorides, Nitrate, and Bromates</p> <p>Calibrate Balances</p> <p>Maintain Deionized water filters</p>
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Designated Laboratory Technician will sample streams and sludge plant effluent weekly
Do Bacteriological testing as required
Designated Laboratory Technician will change Chlorine Cylinders as required
Sample Distribution Lines as required
Write or modify lab procedures as required
Do operational jar tests as required
Designated Laboratory Technician will do Contact Time (CT) calculations
Do NPDES Performance Evaluation analyses
Maintain Laboratory supply inventory
Verify on-line instrumentation is operational
Maintain cleanliness of laboratory.
As designated Lab Technician shall serve as the Instrumentation Specialist and perform the following tasks:
Perform the scheduled and “as needed” calibration, cleaning, troubleshooting and maintenance of the online “Process Control Instrumentation” that monitor pH, free chlorine residual and turbidity at the Water Treatment Plant.
Perform the scheduled and “as needed” calibration, cleaning, troubleshooting and maintenance of the “Process Control Instrumentation”, located at remote sites.
Perform the required quarterly calibrations of the facility turbidity units.
Develop and implement any necessary forms for data collection, tracking and storage.
Maintain and store all handwritten and printed out, completed computer forms and information.
Responsible for and will maintain an ongoing inventory of stocked supplies and equipment, reagents and standards required to perform the cleanings and calibrations and maintenance and will request the reorder of those supplies when needed.
However, he will fill in as a water treatment plant operator (laboratory or operations) as instructed or scheduled by facility management. The “roles and responsibilities” during that time will be those of the “water treatment plant operator – operations” or “water treatment plant operator – laboratory”
During such time he will temporarily assist the water treatment plant operators (laboratory or operations) in various duties as instructed or scheduled by facility management.

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

<p>Water Treatment Plant Operator – Laboratory</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall participate in internal and external audits</p> <p>Do process control monitoring in the lab for pH, chlorine, alkalinity, and turbidity on raw water, mixing basins, finished water and distribution system samples</p> <p>Have the results of these hourly tests available to be used in making adjustments to the treatment process.</p> <p>Calibrate Operator’s lab instrumentation</p> <p>Fill out Daily Analytical Report (hourly)</p> <p>Enter data into OPS 32.</p> <p>Print out shift report (3rd shift print out Daily Analytical Report and verify).</p> <p>Assist process operator in operations and security as needed.</p> <p>Complete cleaning assignments.</p>
<p>Water Treatment Plant Operator – Operations</p>	<p>All Shifts: Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall participate in internal and external audits</p> <p><u>1st Shift</u></p> <p>Monitor Plant Security</p> <p>Monitor Control Panel and SCADA computer system</p> <p>Periodically check the operation of the treatment plant</p> <p>Complete the Daily Operations sheet by the end of each shift</p> <p>Complete the day’s column for the Daily Operations Sheet</p> <p>Complete and check the Water Treatment Daily Report from the past 24 hours</p> <p>Record in Operator’s Log Book any event out of the ordinary that occurs on the shift and is not recorded elsewhere.</p> <p>Determines the amount of feed necessary for each chemical used in the treatment process and makes the necessary adjustments to pumps and chemical mixtures to achieve these feed rates.</p> <p>Receive chemical shipments</p> <p>Determine the Raw Water Flow necessary for the optimal operation of water treatment and supply, and adjust Raw Water Pump rates to accommodate this flow.</p> <p>Determine if any changes are required in pumps or pumping rates for the Raw Water, High Service, South Tank or Wash water Pumps</p> <p>Wash Filters when necessary and complete the Filter Hours Run Record.</p> <p>Operate Decant pumps as necessary.</p> <p>Do maintenance that affects operations.</p> <p>Assist in washing basins as necessary.</p> <p>Complete cleaning assignments.</p> <p>Take complaint calls and forward to appropriate staff member.</p> <p><u>2nd Shift</u></p> <p>Monitor Plant Security</p> <p>Monitor Control Panel and SCADA computer system</p> <p>Periodically check the operation of the treatment plant</p>

Complete the Daily Operations sheet by the end of each shift
Record in Operator's Log Book any event out of the ordinary that occurs on the shift and is not recorded elsewhere.
Determine the Raw Water Flow necessary for the optimal operation of water treatment and supply, and adjust Raw Water Pump rates to accommodate this flow.
Determine if any changes are required in pumps or pumping rates for the Raw Water, High Service, South Tank or Wash water Pumps.
Wash Filters when necessary and complete the Filter Hours Run Record.
Do maintenance that affects operations.
Determine the amount of feed necessary for each chemical used in the treatment process and make the necessary adjustments to pumps and chemical mixtures to achieve these feed rates.
Complete appropriate sections of Water Treatment Daily Report.
Operate Decant pumps as necessary
Assist in washing basins as necessary.
Complete cleaning assignments.

3rd Shift

Monitor Plant Security
Monitor Control Panel and SCADA computer system
Periodically check the operation of the treatment plant
Complete the Daily Operations sheet by the end of each shift
Record in Operator's Log Book any event out of the ordinary that occurs on the shift and is not recorded elsewhere.
Determine the Raw Water Flow necessary for the optimal operation of water treatment and supply, and adjust Raw Water Pump rates to accommodate this flow.
Determine if any changes are required in pumps or pumping rates for the Raw Water, High Service, South Tank or Wash water Pumps.
Wash Filters when necessary and complete the Filter Hours Run Record.
Determine the amount of feed necessary for each chemical used in the treatment process and make the necessary adjustments to pumps and chemical mixtures to achieve these feed rates.
Do maintenance that affects operations.
Complete appropriate sections of Water Treatment Daily Report.
Operate Decant pumps as necessary
Fill up Clear wells and South Tank as needed.
Complete cleaning assignments.
Prep for maintenance on first shift (lower water levels, etc) as directed.

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

<p>WS&T Trades Helper</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall participate in internal and external audits</p> <p>Maintain Water Plant grounds by cutting grass and trimming trees & shrubs</p> <p>Maintain buildings at the Water Plant, Rankin Lake, South Fork, Mt. Island, South Tank & Crowder Mountain Pump Station. This includes cleaning, applying herbicides and pesticides, and painting</p> <p>Wash out basins as needed</p> <p>Unloading Truck Deliveries</p> <p>Select & purchase paints with PO at local store</p> <p>Inform Asst. Manager Compliance of Cleaning Supply Needs</p> <p>Procure items at City Warehouse as necessary</p> <p>Assist Maintenance Personnel as needed</p> <p>Assist Lab Personnel with sampling at Sludge Plant</p> <p>Deliver interoffice mail</p> <p>Takes discarded pallets to landfill</p> <p>Transports recycled material to recycling center</p> <p>Responsible for Truck 303 maintenance</p> <p>Washes out Chemical Tanks as needed</p> <p>Does miscellaneous pick-ups and deliveries</p> <p>Does work orders as required</p>
<p>WS&T Administrative Assistant</p>	<p>Shall fill out corrective action reports as the result of audit findings, the occurrence of environmental incidents, and as the result of deviations from procedures.</p> <p>Shall participate in internal and external audits</p> <p>Close out Hansen work orders for water plant mechanics and Facility Maintenance Water Plant projects</p> <p>Generates Hansen Preventative Maintenance Work Orders</p> <p>Fills out operators time sheets and enters payroll information into City Aps</p> <p>Coordinates United Way campaign in Division and around the city</p> <p>Writes up purchase orders for management as requested</p> <p>Produce graphs of Water vs. Wastewater Flows and Sales vs. Production</p> <p>Collects information, checks it and generates weekly Fluoride Report for the State</p> <p>Transfers information from Manufacturers MSDS to a one page Summary MSDS “green sheet” and distributes to 3 plant MSDS Notebooks</p> <p>Completes New Vendor Form and sends information to Purchasing</p> <p>Completes Monthly Rainfall Report</p> <p>Verifies data for Weekly Reports</p> <p>Tracks Power bills on excel spreadsheet</p> <p>Keeps file of Phone Logs for Plant Personnel</p> <p>Answers phone</p> <p>Takes complaint calls and transfers to appropriate person, fills out complaint form, transfers information into complaint database and mails out lab results</p> <p>Receives Distribution system data from Lab Tech and enters data into database</p>

EMS Document # – EMS-0102.006
Name: Roles and Responsibilities and Authorities

Revision #: 16
Revision Date: 9/19/08
Effective Date: 1/10/00

Page 35 of 37

	<p>Assigns numbers to new hydrants Enters information about new line construction into an Access Database Updates Standard Operating Procedures with revisions Keeps up with Operator's Certifications and CEUs Handles misc. personnel issues Updates Hazardous Chemical List (SARA) Makes copies and sends out state reports Maintains office supply inventory Updates procurement card logs Does other tasks as required</p>
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REVISION HISTORY

Revision		C/PAR #	Reason for Revision	Description of Revision
Date	#			
3/3/03	0	EMS-0121 WPR-0034	Changing to a reference chart	Changed number to EMS-0102.006, left original effective date, and changed revision number to current date of revision.
		3	Reassignment of staff and consolidation of labs	Added section for Quality Assurance Coordinator Changed EMS Coordinators name to Environmental/Administrative Manager Consolidated lab techs sections into one with specific designations of responsibilities listed in these areas where applicable.
		38	CPAR	Correction of where to log in information in the Long Creek operators section of the chart.
		CR-LAB-0098	CPAR	Assignment of additional staff to assist with document control and logging of training on U drive.
4/1/03	1	123	C/par	Added data entry responsibility for Biosolids Back-up ORC.
		105	C/PAR	LC & CR Operations areas were modified to delete the requirement for two Staff members on-site at all times to say that "At least one NC Certified Operator must be on-site at all times."
9/9/03	2	198	Audit/CPAR	Under Crowder's Operations - Revised location to log temperatures to the Daily operations sheets and deleted to the requirement for weekly inspection of gas monitors.
		180	CPAR	Added a statement under each plants operator section which states "All certified operators on each shift are responsible for the proper operation of the entire plant during their shift"
			Audit	Deleted the requirement for the Assistant Division Manager of Operations to report on hazardous waste to MRB.
			Progress on Objective and Target	Change the requirement in the Industrial Chemist section from develop and implement and oil and grease reduction program to "manage the fats, oils and grease reduction program"
12/12/07	15		C/par	Update duties for Wastewater Treatment personnel- two assistant division managers, industrial chemist, biosolids ORC.
11/7/03	3		Facility Maintenance Re-organization	Updated to include roles, responsibilities, and authorities for facility maintenance staff.
			Internal Audit	Updated the Pretreatment, Lab Technician IV, and Long Creek operations positions to reflect current activities
3/29/04	4		EMS Expansion	Added the supervisors from the other Divisions to the document and added a description and responsibility of the executive management review board.
5/7/04	5	286	CPAR	Listed Facility Maintenance Area Supervisor as back-up ORC for lift Stations. Added inspection of fire extinguishers and other equipment to responsibilities.
		303	CPAR	Added responsibility of "pretreatment coordinator" to industrial chemist position.
		316	CPAR	Added specific duties to Laboratory Supervisor to serve as "chemical hygiene officer" and to Assistant Division Manager – Compliance to serve as "chief executive officer" of laboratory.
		330	CPAR	Added separate requirement for landscape technician II to maintain pesticides license and defined "lead mechanic".
		347	CPAR	Added definition of "lead operator" and updated responsibilities of staff who have rotated off and on to serve on EMS team.
9/21/04	6	429	CPAR	Added EMS Auditor duties to Administrative Assistant position
3/1/05	7	461	CPAR	Removed reference to specific location for bottle set up in WWT Lab Tech and removed reference to Update of Hansen work orders from WWT Lab Supervisor.
			EMS Expansion	Added Water Supply and Treatment Roles and Responsibilities. Divided Reference Chart into Administrative, Wastewater Treatment and Water Supply and Treatment Sections.
			Personnel transfer	Removed designated lab tech IV will serve as EMS auditor and will update EMS read only files from WWT Lab Technician section and moved these responsibilities to the Industrial Chemist section
5/27/05	8		EMS Expansion	Modified existing descriptions of resource allocation for all upper management to reflect current status and the 2004 requirements. As part of the WS&T update, the roles of the Operator who serves as instrumentation specialist was added. Added the Field Operations Division Manager to the Executive MRB and deleted the Superintendent.
			EMS Expansion	Combined the WS&T Lab Technicians roles since they all perform the various functions. Added the responsibility to each staff member to participate in internal and external audits.

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Date	#			
9/16/05	10	684	CPAR	Removed "yearly" from inspection responsibility for industrial chemists. Also deleted Strategic Goals program from industrial chemist responsibilities.
9/18/06	11	835, 793	CPAR	Deleted Long Creek Operators 2 nd shift collecting H2S samples. 1 st shift operators log inf, eff temps on the daily log sheet. Added biosolids/RRF responsibilities to assigned Crowders Operators to match the Long Creek wording.
5/1/07	12		CPAR	The Division Manager of WWT and the Environmental / Administrative Manager is to serve as back-up to Director to sign CPARs at XMRB.
6/26/07	13	899, 901, 928	CPAR	Consolidated WS&T Mechanics with Facility Maintenance Mechanics. Changed Requirements for compliance audits to annual. Added assigning O&T training requirements to WWT Asst. Div. Manager - Compliance
7/5/07	14	893		Clarifications made with consolidation of mechanics and updating of Facility Maintenance activities.
12/26/07	15	1011	Personnel changes.	Updated job duties of several Wastewater Treatment Division positions.
9/19/08	16	1036,1050, 1093	C/PAR	Changed position title of "Environmental/Administrative Manager" to "Environmental Management System Coordinator" Added Operational Administrative Manager in with "Customer Service Engineer and FOP Division Manager" Removed "Hansen Work Order System (maintenance meeting notes)" from information supplied for MRB Report from WWT Asst. Division Manager – Operations, Senior Plant Operator (Long Creek) and Senior Plant Operator (Crowders). Changed WST Instrumentation Specialist from an Operator position to a Laboratory Tech position and removed his responsibility of entering instrumentation data into computer database.