

**Siegfried USA, LLC**  
**Pennsville, NJ**  
**Job Description – Page 1 of 2**

**Job Title:** Waste Water Treatment Plant & Utilities Supervisor  
**Department:** Engineering and Site Support  
**Reports to:** Environmental Manager  
**FLSA Status:** Exempt  
**Grade Level:** E4  
**Approved by:** Tracy Renschler  
**Approved on:** June 12, 2019

**The employer reserves the right to amend or change this job description.**

**SUMMARY:**

Under the direction and oversight of the Environmental Manager, the incumbent manages an N-4 wastewater treatment plant operations, manages the hazardous/non-hazardous waste program, manages storm water management operations and manages the site's utility systems including the boilers. The incumbent also supervises onsite treatment of reaction byproducts via biological treatment.

**ESSENTIAL DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES:**

- Supervises the operations of the N-4 wastewater treatment plant including the required amount of sludge to thicken, preparing the daily operators worksheet for wastes to treat, nutrient addition to make, and writing of work orders for repairs to the WWTP and associated bulk storage tanks, piping, pumps, and diking system.
- Holds operations meetings as needed for plant problem solutions and give direction for recovery from upsets at the WWTP.
- Records and analyzes data through Excel
- Assists with analytical analysis on a wide variety of waste streams and determine the levels that waste water treatment facility can safely handle
- Samples and prepares paperwork for shipments.
- Prepares sludge quality assurance samples for shipment
- Prepares the daily discharge regime for the WWTP to treat bulk tank wastewaters onsite and work with production supervision to alert them to changes in tank storage status
- Shipping of on-site generated industrial waste
- Manages implementation and adherence to all applicable ESH regulations within the WWTP and post-production waste handling area
- Works with management to prioritize repairs (Expense Budget) and larger, capital projects (CAPEX Budget) for both the WWTP and all Utilities areas.
- Seeks to maintain the WWTP and all Utilities areas within the expense budget as approved
- Ensures that personal and departmental moral, ethical, legal, and behavioral conduct is in compliance with the Siegfried Code of Conduct
- Manages implementation and adherence to all applicable SHE and cGMP regulations.
- Manages all facets of the site Utilities, and ensures efficient operation of the boilers, cooling towers, USP water, nitrogen, electricity, compressed air, fuel oil & natural gas systems. Assists during troubleshooting events for these utilities
- Leads deviation investigations and completes reports for abnormal utility systems operations
- Other duties as assigned.

**SUPERVISION:**

The incumbent directly supervises four (4) Waste Water Treatment Plant Operators and any number of Chemical Operators requested to perform waste loading operations. The incumbent is responsible for staffing, training and performance management of the direct reports.

The incumbent directly supervises four (4) Utility/Boiler Operators. The incumbent is responsible for staffing, training and performance management of the direct reports.

**Job Description: Waste Water Treatment Plant & Utilities Supervisor**

**EDUCATION AND EXPERIENCE:**

- BS Degree in Biology/Chemistry with 2+ years supervisory experience or AS Degree with 5+ years supervisory experience working in a waste treatment facility of an industrial manufacturing plant
- N-3 WWTP Operator license is required (N-4 Preferred)
- Ability to obtain a New Jersey High Pressure Boiler Operator license

**OTHER REQUIREMENTS:**

- Must have experience with Excel – recreating and maintaining spreadsheets
- Must have excellent verbal and written communication skills
- Must be able to work efficiently with people of all levels and cultures
- Must be a team player
- Must be very conscientious and detail oriented
- Must have a proven ability to manage projects and prioritize appropriately
- Develop ability to use and acquire hands-on familiarity with EXCEL spreadsheets, (TOC, COD, BOD analyzers and pH meters) or basic WWTP laboratory equipment

Siegfried USA will explore and provide reasonable accommodations to assist any qualified individual with a disability in performing the essential functions of his/her job.

Please send your resume and written application to the Human Resources Department at [HR@Siegfried-USA.com](mailto:HR@Siegfried-USA.com)