

# BIOSOLIDS EMS MANUAL

## ELEMENT 7.0

### ROLES AND RESPONSIBILITIES



REVISION	EFFECTIVE DATE	APPROVAL SIGNATURE
09	August 03, 2016	

#### **PURPOSE**

The purpose of this element is to define the organizational roles and responsibilities for biosolids management activities throughout the biosolids value chain.

#### **SCOPE**

The roles and responsibilities defined in this element are associated with all activities within the City of Fort Worth's biosolids value chain, such as Operational Controls, Environmental Management System (EMS) Elements, and Goals and Objectives.

#### **KEY WORDS**

- Biosolids Value Chain
- Responsibility(ies)
- Role(s)

#### **RESPONSIBILITY**

##### **Assistant Director (Water Reclamation and Reuse)**

Responsible for Village Creek Water Reclamation Facility, approves EMS manual, heads the EMS Management Team and participates in annual EMS Management review.

##### **Biosolids EMS Manager**

Environmental Program Manager heads the EMS Team. The Biosolids EMS Manager oversees the implementation, application, and continued development of the EMS program.

##### **Biosolids EMS Coordinator**

Senior Environmental Specialist develops updates to the EMS program and manual.

##### **EMS Management Team**-The team consists of the following personnel:

- Assistant Director (Water Reclamation and Reuse Division)
- Water Systems Superintendent (VCWRF)
- Environmental Program Manager/Biosolids EMS Manager (VCWRF)
- Asst. Water System Superintendent - Operations (VCWRF),
- Asst. Water System Superintendent - Maintenance (VCWRF)
- Plant Engineer (VCWRF)
- Environmental Program Manager (Pretreatment Services)
- Water Quality Manager (Centralized Water and Wastewater Lab)
- Sr. Environmental Specialist/Biosolids EMS Coordinator(VCWRF)
- Environmental Program Manager(Contractor)
- Regulatory/Environmental Administrator (Fort Worth Water Department)

The EMS Management Team sees that the EMS program is implemented into the daily activities and operations of the biosolids program. They help the Biosolids EMS Manager plan and execute EMS implementation, assist with internal and interim audits, provide recommendations for improvement, and identify possible nonconformances.

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#### **PROCEDURE**

The City of Fort Worth Biosolids Organizational Chart is shown in Figures 7.1 and 7.2. Table 7.1 lists the division and department roles and responsibilities. The City maintains a list of job descriptions on the City's webpage detailing the roles and responsibilities of all City positions. The job descriptions can be found at: <http://fortworthtexas.gov/hr/job-descriptions/>.

Critical Control Points and Operational Controls are cross-referenced with departmental roles and responsibilities in the EMS Master Table in Element 3.0.

The different roles and responsibilities for goal and objective planning are described in Element 5.0.

#### **REFERENCES**

- BMP Guidance Manual: <http://www.wef.org/Biosolids/page.aspx?id=7733>
- Code of Good Practice, (NBP): <http://www.wef.org/Biosolids/page.aspx?id=7733>
- Manual of Good Practice for Biosolids, (NBP): <http://www.wef.org/Biosolids/page.aspx?id=7733>

#### **EMS Cross References:**

- Element 3.0 Critical Control Points
- Element 5.0 Biosolids Goals and Objectives
- Element 8.0 Training

#### **REVISION HISTORY**

Revision #	Date	Revision Description
09	08/03/2016	Merged element to new format, updated organizational charts, updated Table 7.1
08	08/05/2013	Updated references, reformatted Table 1
07	08/11/2011	Added EMS Coordinator position, updates Table 1
06	11/16/2010	Update responsibilities, references, and Table 1
05	09/23/2010	Update EMS Management Team Members & Table 1
04	05/15/2008	Audit (YR2) 2007
03	06/29/2007	Audit (YR1) 2006
02	11/29/2004	2004 Issue
01	10/01/2004	Approval Draft
SR	01/30/2004	Issued for Status Review

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### TABLE 7.1: ROLES AND RESPONSIBILITIES

<b>Water Department</b>			
	<b>Roles</b>	<b>Responsible Person</b>	<b>Responsibilities</b>
Water Department	<ul style="list-style-type: none"> <li>• Departmental Planning</li> <li>• Departmental Policy Approval</li> </ul>	Water Director	<ul style="list-style-type: none"> <li>• Directs the activities of the Water Department, which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and service offerings</li> <li>• Leads development and administration of the department budget</li> <li>• Directs and manages the development and implementation of departmental goals, objectives, policies and priorities</li> <li>• Approves departmental and divisional business plans, budgets, and policies</li> </ul>
		Assistant Water Director (Water Reclamation and Reuse)	<ul style="list-style-type: none"> <li>• Coordinates divisional business plan, budget, and policies to insure they support the Water Department's goals and objectives</li> <li>• Assists in directing the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards</li> <li>• Ensures compliance with federal, state, and local laws, regulations and codes</li> </ul>
<b>Water Department-Business Services</b>			
	<b>Roles</b>	<b>Responsible Person</b>	<b>Responsibilities</b>
Public Information and Education	Water Department-Specific water and wastewater information	Media Relations and Communications Coordinator	<ul style="list-style-type: none"> <li>• Receive and route questions, comments, complaints, etc. from the public and other interested parties</li> </ul>
Water IT Solutions	IT Solutions-City computer system and website	Webmaster	<ul style="list-style-type: none"> <li>• Website maintenance and updates</li> </ul>
Wholesale Metering	Coordinate metering with customer cities	Water Systems Superintendent	<ul style="list-style-type: none"> <li>• Establish divisional goals and objectives</li> <li>• Oversee, implement, and coordinate wholesale metering</li> <li>• Engineer and review metering schemes</li> </ul>
<b>City - Records &amp; Information Management</b>			
	<b>Roles</b>	<b>Responsible Person</b>	<b>Responsibilities</b>
Public Information and Education	City Wide-General Information pertaining to City activities	Communication/ Public Engagement Director	<ul style="list-style-type: none"> <li>• Produce pamphlets, billing inserts, brochures, posters, and other department information</li> <li>• Distributes materials</li> </ul>

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<b>Water Department-Engineering</b>			
	<b>Roles</b>	<b>Responsible Person</b>	<b>Responsibilities</b>
Regulatory Affairs	Regulatory Tracking	Regulatory/Environmental Administrator	<ul style="list-style-type: none"> <li>Track regulatory and legislative requirements</li> <li>Inform departments and employees on regulatory and legislative changes</li> <li>Advise departments and employees about effects of changes</li> <li>Work with state representatives, senators, and lobbyists to pass legislation that protects the welfare of the public and the City.</li> <li>Planning-verify goals and objectives meet current and future regulations.</li> </ul>
Laboratory Services	Testing and Quality Control	Water Quality Manager	<ul style="list-style-type: none"> <li>Provides oversight of the Centralized Water and Wastewater Laboratory for the City of Fort Worth</li> <li>Supervises and oversees bacteriological analysis and collection of water and wastewater samples</li> <li>Responds to and resolves customer complaints about water quality.</li> <li>Monitors adherence to local, state and federal water quality regulations and requirements.</li> <li>Oversees laboratory's accreditations</li> <li>Coordinates testing with independent laboratories</li> </ul>
<b>Water Department-Water Reclamation and Reuse</b>			
	<b>Roles</b>	<b>Responsible Person</b>	<b>Responsibilities</b>
Village Creek Water Reclamation Facility (VCWRF)	<ul style="list-style-type: none"> <li>Departmental Planning</li> <li>Departmental Policy Approval</li> </ul>	Assistant Water Director	<ul style="list-style-type: none"> <li>Coordinates divisional business plan, budget, and policies to insure they support the Water Department's goals and objectives</li> <li>Assists in directing the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards Ensures compliance with federal, state, and local laws, regulations and codes</li> </ul>
Pretreatment Services	Plan, coordinate, manage, and implement Pretreatment program	Pretreatment Manager (Environmental Program Manager)	<ul style="list-style-type: none"> <li>Monitor, inspect and regulate industrial and commercial wastewater discharges</li> <li>Document pretreatment plans, customer performance, noncompliance, etc.</li> <li>Conduct enforcement activities against industrial and commercial customers that are noncompliant with pretreatment standards.</li> <li>Inform customers and public of pretreatment regulations and practices.</li> </ul>
Administrative Services (VCWRF)	Division Support	Sr. Administrative Assistant	<ul style="list-style-type: none"> <li>Receive and route calls to the correct department or person</li> <li>Communicate policy and other administrative changes throughout division</li> <li>Coordinate policy between different departments</li> <li>Train personnel</li> </ul>

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### TABLE 7.1: ROLES AND RESPONSIBILITIES

Water Department-Water Reclamation and Reuse (cont.)			
	Roles	Responsible Person	Responsibilities
Technical Services (VCWRF)	Planning and Engineering Support	Engineering Manager	<ul style="list-style-type: none"> <li>Establish divisional goals and objectives</li> <li>Oversees, implements, and coordinates system controls and network</li> <li>Engineering design and review</li> <li>Project optimization</li> <li>Construction coordination</li> <li>Plan for future processes, expansions, etc.</li> </ul>
Biosolids/Residuals (VCWRF)	Plan, coordinate, manage, and implement biosolids program	Biosolids EMS Manager (Environmental Program Manager)	<ul style="list-style-type: none"> <li>Perform oversight activities to ensure third party contractor is compliant with contractual requirements</li> <li>Ensure biosolids program is compliant with TPDES/NPDES/NBP standards</li> <li>Responsible for biosolids budget activities.</li> <li>Develop and implement, when appropriate and feasible, new management strategies and control technologies to improve biosolids program performance</li> </ul>
VCWRF Operations & Maintenance	Directs, manages, supervises and coordinates the activities associated with operations and maintenance of the wastewater treatment plant	Water Systems Superintendent	<ul style="list-style-type: none"> <li>Assumes management responsibility for assigned services and activities relating to wastewater treatment</li> <li>Manages and participates in the development and implementation of goals, objectives, policies and priorities for wastewater operations</li> <li>Monitors and evaluates efficiency and effectiveness of wastewater treatment</li> <li>Reviews engineering principals to determine the needed labor, equipment, and material to accomplish installations, and determine effective ways for repair or construction</li> <li>Assures quality of wastewater produced meets regulations set by federal and state agencies</li> </ul>
Operations (VCWRF)	Plan, coordinate, manage, and implement wastewater treatment, solid generation, solids stabilization and conditioning at VCWRF	Assistant Water Systems Superintendent	<ul style="list-style-type: none"> <li>Establish plant operational goals, objectives, procedures, etc.</li> <li>Monitor plant procedures</li> <li>Document plant procedures and performance</li> <li>Coordinate plant operations with construction and maintenance operations in the plant</li> <li>Coordinate solids production with solid dewatering and disposal contractor</li> <li>Implement and oversee new plant operations</li> <li>Oversee and regulate plant operations</li> <li>Daily plant operation and documentation</li> </ul>
Instrumentation & Electrical	Plan, coordinate, manage, and implement instrumentation and electrical maintenance at VCWRF	Assistant Water Systems Superintendent	<ul style="list-style-type: none"> <li>Support technical services and operations with routine and emergency electrical activities</li> <li>Maintain plant electrical and instrumentation systems</li> </ul>
Maintenance (VCWRF)	Plan, coordinate, manage and implement maintenance operations within VCWRF	Assistant Water Systems Superintendent	<ul style="list-style-type: none"> <li>Support technical services and operations with routine and emergency maintenance activities</li> <li>Maintain plant facilities, processes, and operations</li> </ul>

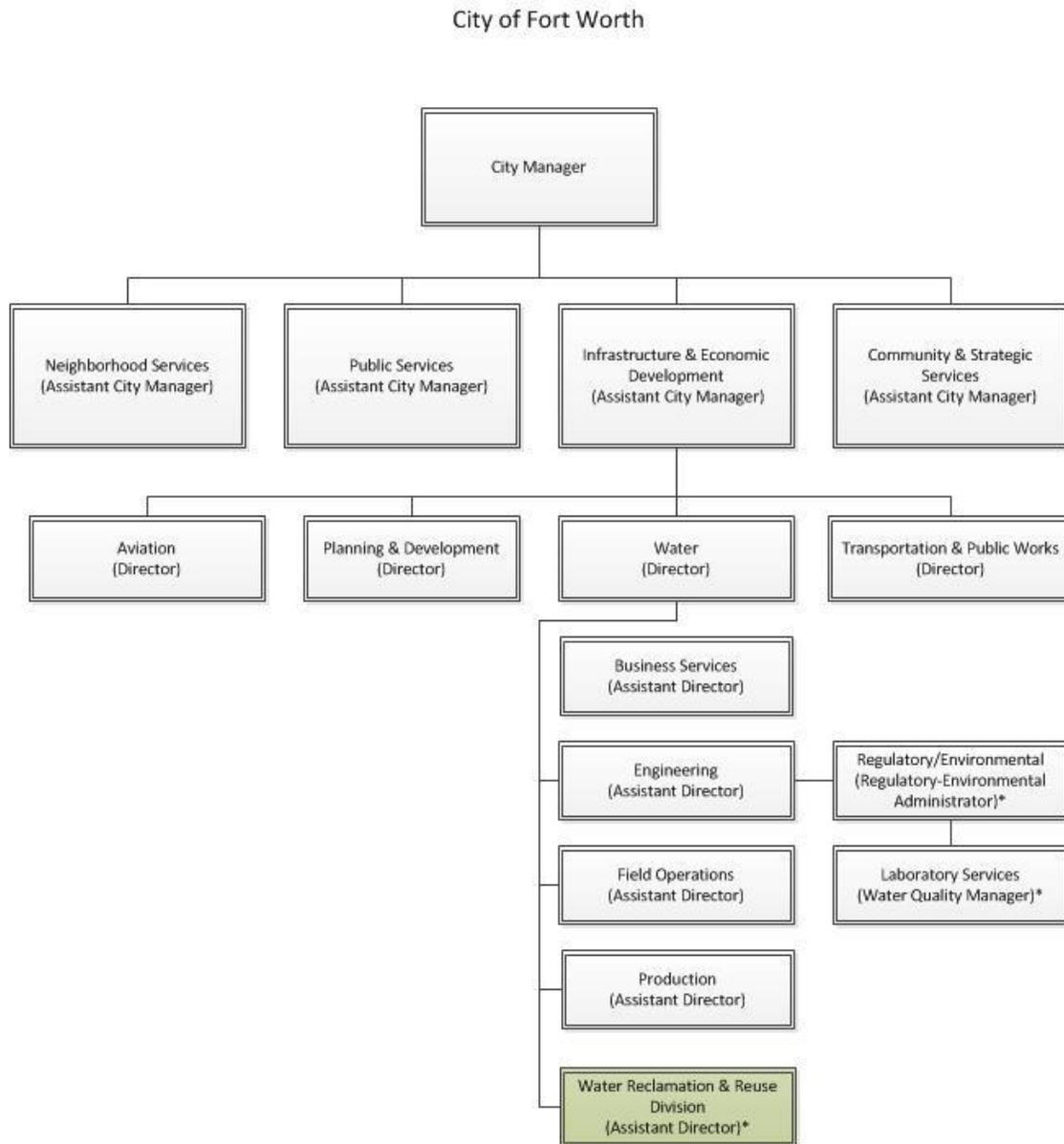
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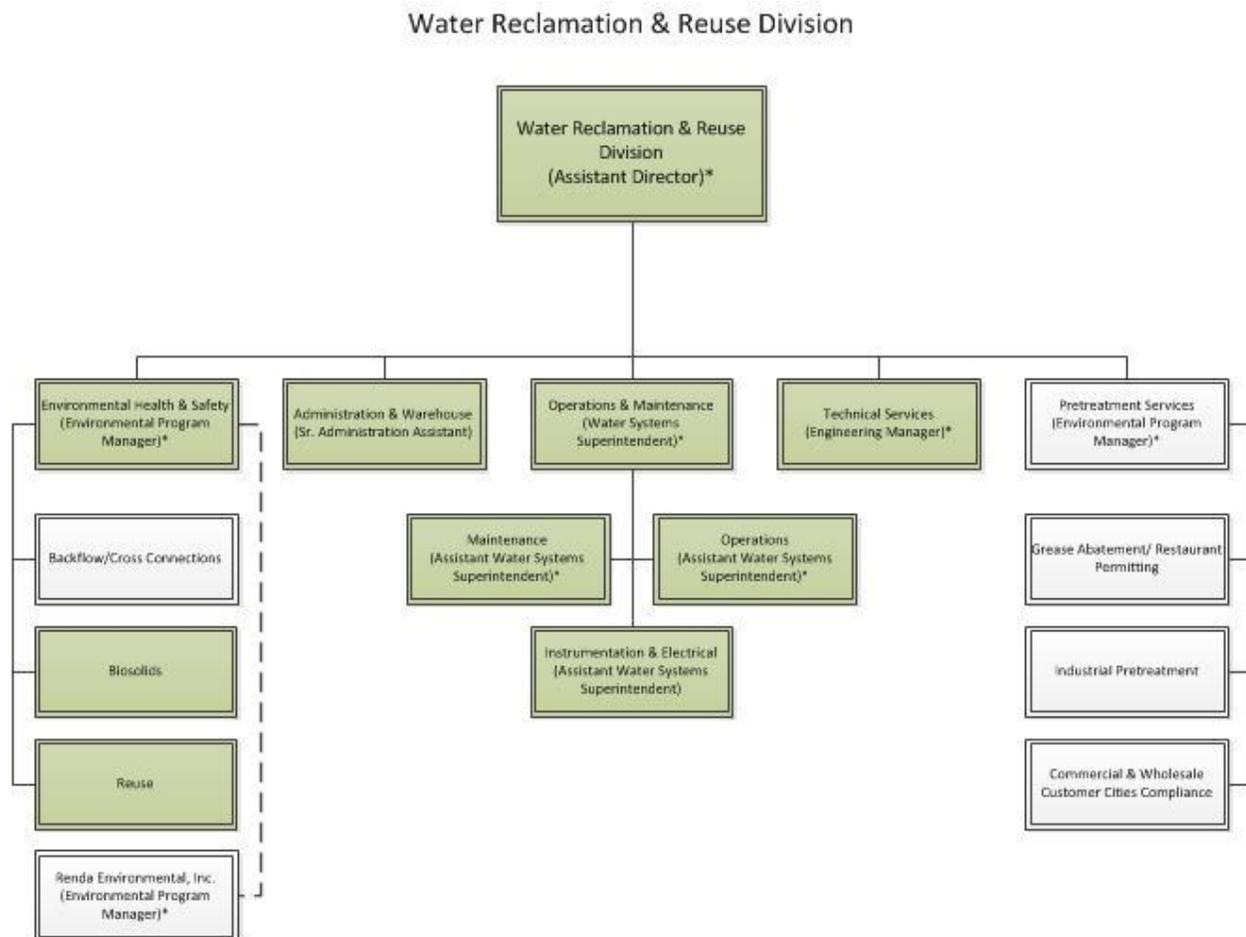
### TABLE 7.1: ROLES AND RESPONSIBILITIES

<b>Water Department-Field Operations</b>			
	<b>Roles</b>	<b>Responsible Person</b>	<b>Responsibilities</b>
Field Operations	Plan, coordinate, manage and implement collection system maintenance and improvement plants, inspections, investigations and monitoring	Assistant Water Director	<ul style="list-style-type: none"> <li>Establish departmental goals and objectives</li> </ul>
		Water Systems Superintendent	<ul style="list-style-type: none"> <li>Collection system maintenance</li> <li>Water quality monitoring</li> </ul>
		Field Operations Engineer	<ul style="list-style-type: none"> <li>Collection system inspection and research</li> </ul>
<b>Biosolids Contractor</b>			
	<b>Roles</b>	<b>Responsible Person</b>	<b>Responsibilities</b>
Dewatering/ Disposal (Contractor)	Plan, coordinate, manage and implement biosolids dewatering and disposal methods	Environmental Program Manager	<ul style="list-style-type: none"> <li>Establish goals and objectives for dewatering and disposal operations</li> <li>Implementation and execution of daily dewatering and disposal activities and maintenance</li> <li>Establish and maintain land application program</li> <li>Maintain processing standards to Class "A" or Class "AB" Biosolids standards.</li> <li>Respond to public questions and complaints</li> <li>Document dewatering and disposal activities</li> <li>Coordinate dewatering and disposal activities with VCWRF</li> <li>Contract PS46-070460300020</li> </ul>



\* Denotes member of the Environmental Management System (EMS) team

■ Located at Village Creek Water Reclamation Facility



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