

BIOSOLIDS EMS — ELEMENT 7.0

ROLES AND RESPONSIBILITIES



REVISION	EFFECTIVE DATE	APPROVAL SIGNATURE
14	October 06, 2021	

PURPOSE

The roles and responsibilities of employees and contractors, as defined and documented in this element, are accomplished using appropriately trained and qualified personnel (Element 8.0) with the necessary equipment, tools and financial resources to effectively implement the Biosolids Management Program (BMP). A well-informed, motivated, and actively involved staff is a powerful mechanism to generate new ideas, innovations and continual improvement of the program. When biosolids management activities are properly updated and executed, the biosolids materials are in compliance with all legal and other requirements (Element 4.0) and meet established and desirable characteristics (such as “acceptable odor performance” and “no visible plastics,” etc.). Roles and responsibilities are an essential aspect of the BMP, because they are inseparably linked to most, if not all, of the other EMS elements.

SCOPE

Element 7.0 defines employee and contractor roles and responsibilities for biosolids management activities, including operational controls and critical control points throughout the biosolids value chain

KEY WORDS

- Biosolids Value Chain
- Personnel, Financial and Technical Resources
- Responsibility(ies)
- Role(s)

RESPONSIBILITY

Assistant Director (Plant Operations)

The Assistant Director manages the Village Creek Water Reclamation Facility, approves the EMS manual, directs the EMS Management Team, allocates program resources, and participates in the annual EMS Management review.

Biosolids EMS Manager (City)

The Biosolids EMS Manager is responsible for the biosolids program and oversees the implementation, application, and continued development of the EMS.

Biosolids EMS Manager (Contractor)

The Biosolids Contractor is responsible for managing biosolids dewatering and disposal activities and coordinating the land application program. The Biosolids Contractor documents and incorporates EMS roles and responsibilities into the day-to-day activities of their employees and subcontractors, and must comply with the City Biosolids Policy, training requirements, and Standard Operating Procedures for all critical control points.

Biosolids EMS Coordinator

The Biosolids EMS Coordinator assists with EMS training, BMP activities, and updates for the EMS manual, goals and objectives table and MPL list.

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EMS Management Team

The team consists of the following personnel:

Title	EMS Functional Title	Division	Section
Assistant Director		Plant Operations	
Sr. Capital Projects Officer		Plant Operations	Water & Wastewater Operations
Village Creek Manager		Plant Operations	Wastewater Operations
Engineering Manager		Plant Operations	
Environmental Program Manager	Biosolids EMS Manager (Plant Operations)	Plant Operations	Biosolids & Safety
Water Systems Superintendent	Superintendent (Plant Operations-Wastewater)	Plant Operations	Wastewater Operations
Asst. Water Systems Superintendent	Assistant Superintendent (Plant Operations-Wastewater)	Plant Operations	Wastewater Operations
Asst. Water Systems Superintendent	Assistant Superintendent (Plant Operations-Maintenance)	Plant Operations	Wastewater Maintenance
Sr. Environmental Specialist	Biosolids EMS Coordinator	Plant Operations	Biosolids & Safety
Environmental Program Manager	Biosolids EMS Manager (Contractor) or Biosolids Contractor	Biosolids Contractor	
Environmental Program Manager	Pretreatment Manager (Customer Care)	Customer Care	Pretreatment Services
Sr. Professional Engineer		Strategic Operations	Facilities Planning
Regulatory/Environmental (R/E) Administrator		Strategic Operations	Regulatory Services
Water Quality Manager		Strategic Operations	Laboratory

The EMS Management Team implements the requirements of the Biosolids Management Program into the activities and daily operations of City employees and contract personnel. The EMS Management Team assists the Biosolids EMS Manager with EMS planning and implementation, recommendations for improvement, Biosolids Policy (Element 2.0) review and modifications, identification of program nonconformance (Element 14.0), annual performance review (Element 15.0), annual internal and external audits (Element 16.0), and annual management review of performance (Element 17.0).

PROCEDURE

The Water Department's organizational chart is shown in Figure 7.1 and the Plant Operations Division in Figure 7.2. Table 7.1 lists division and department roles and responsibilities that apply to the Biosolids Program and Biosolids Value Chain. The City maintains a list of job descriptions on the City's website 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 roles and responsibilities for goals and objectives planning are described in Element 5.0.

Note – If a position on the EMS Management Team becomes vacant, responsibilities may transfer to the person(s) assuming the role in the interim.

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REFERENCES

- BMP Guidance Manual, (NBP, June 2011)
- Code of Good Practice, (NBP, June 2011)
- Manual of Good Practice for Biosolids, (NBP, June 2011)

EMS Cross References:

- Element 1.0 Documentation of EMS For Biosolids
- Element 2.0 Biosolids Policy
- Element 3.0 Critical Control Points
- Element 4.0 Legal and Other Requirements
- Element 5.0 Biosolids Goals and Objectives
- Element 6.0 Public Participation In Planning
- Element 8.0 Training
- Element 9.0 Communications & Public Outreach
- Element 10.0 Operational Control Of Critical Control Points
- Element 11.0 Emergency Preparedness & Response
- Element 12.0 EMS Documentation And Document Control
- Element 13.0 Monitoring and Measurement
- Element 14.0 Nonconformance: Preventative & Corrective Action
- Element 15.0 Biosolids Program & EMS Performance Report
- Element 16.0 Internal EMS Audit
- Element 17.0 Periodic Management Review Of Performance

REVISION HISTORY

Revision #	Date	Revision Description
14	10/06/2021	Update to Purpose, Scope, Key Words and Responsibility and Cross Reference Sections, Table 7.1, Figure 7.1 and Figure 7.2
13	11/02/2020	Update to table 7.1
12	09/27/2018	Update to Procedure and Responsibility sections, update to figures 7.1, 7.2 and table 7.1
11	08/02/2017	Updated procedure to include note regarding vacant positions
10	01/19/2017	Included Contractor role under 'Responsibility' section, updated references
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



Water Department			
	Roles	Responsible Person	Responsibilities
Water Department	<ul style="list-style-type: none"> Departmental Planning Departmental Policy Approval 	Water Director	<ul style="list-style-type: none"> Directs the activities of the Water Department, which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems and service offerings Leads development and administration of the department budget Directs and manages the development and implementation of departmental goals, objectives, policies, and priorities Approves departmental and divisional business plans, budgets, and policies
		Assistant Water Director (Plant Operations)	<ul style="list-style-type: none"> Coordinates divisional business plan, budget, and policies to ensure they support the Water Department's goals and objectives 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
Media Relations & Communications Coordinator	Water Department-Specific water and wastewater information	Media Relations and Communications Coordinator	<ul style="list-style-type: none"> Receive and route questions, comments, complaints, etc. from the public and other interested parties
City - Records and Information Management			
	Roles	Responsible Person	Responsibilities
Public Information and Education	City Wide-General Information about City activities	Communication/Public Engagement Director	<ul style="list-style-type: none"> Produce pamphlets, billing inserts, brochures, posters, and other department information Distributes materials
Water Department-Customer Care Division			
	Roles	Responsible Person	Responsibilities
Pretreatment Services	Plan, coordinate, manage, and implement Pretreatment program	Pretreatment Manager (Environmental Program Manager)	<ul style="list-style-type: none"> Monitor, inspect and regulate industrial and commercial wastewater discharges Document pretreatment plans, customer performance, noncompliance, etc. Conduct enforcement activities against industrial and commercial customers that are noncompliant with pretreatment standards. Inform customers and public of pretreatment regulations and practices.
Water Department-Management Services Division			
	Roles	Responsible Person	Responsibilities
Water IT	IT Solutions-City computer system and website	Webmaster	<ul style="list-style-type: none"> Website maintenance and updates
Wholesale Metering	Coordinate metering with customer cities	Water Systems Superintendent	<ul style="list-style-type: none"> Establish divisional goals and objectives Oversee, implement, and coordinate wholesale metering Engineer and review metering schemes

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TABLE 7.1 --ROLES AND RESPONSIBILITIES



Water Department-Plant Operations Division			
	Roles	Responsible Person	Responsibilities
Village Creek Water Reclamation Facility (VCWRF)	<ul style="list-style-type: none"> • Departmental & Division Planning • Departmental & Division Policy Approval • Regulatory Compliance 	Assistant Water Director	<ul style="list-style-type: none"> • Coordinates divisional business plan, budget, and policies to ensure they support the Water Department’s goals and objectives • Assists in directing the activities of the division, 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
Capital Projects, Operations, Maintenance, Biosolids, Safety	<ul style="list-style-type: none"> • Division Planning • Division Policy Approval • Capital Project Planning & Coordination • Plant Coordination (operations, maintenance, biosolids, safety) 	Village Creek Manager	<ul style="list-style-type: none"> • Capital project oversight & planning • Construction Coordination • Oversees plant activities (operations, maintenance, biosolids) and identifies priorities, goals and objectives • Performs budgeting and planning • Assists in directing and approving policies, procedures and standards for the Division
Capital Projects & Operations	<ul style="list-style-type: none"> • Division Planning • Division Policy Approval • Capital Project Planning & Coordination • Operations oversight (operations, biosolids, safety) 	Sr. Capital Projects Officer	<ul style="list-style-type: none"> • Capital project oversight & planning • Construction Coordination • Oversees plant operations (including biosolids) and identifies priorities, goals and objectives • Performs budgeting and planning • Assists in directing and approving policies, procedures and standards for the Division
I&E, Maintenance, Asset Management, Engineering	<ul style="list-style-type: none"> • Division Planning • Division Policy Approval • Engineering Support • Oversight – I&E, maintenance, asset management, engineering support 	Engineering Manager	<ul style="list-style-type: none"> • Oversees I&E, maintenance and asset management and identifies priorities, goals and objectives • Engineering support • Performs budgeting and planning • Construction coordination • Assists in directing and approving policies, procedures and standards for the Division
Biosolids	Plan, coordinate, manage, and implement biosolids & safety programs	Biosolids EMS Manager (Environmental Program Manager)	<ul style="list-style-type: none"> • Perform oversight activities to ensure third-party biosolids contractor is compliant with contractual requirements • Ensure the biosolids program is compliant with TPDES/NPDES/NBP standards • Biosolids planning & budgeting activities. • Responsible for air permit compliance, stormwater program, hazardous waste/universal waste • Oversees safety & coordinates activities with Water Department’s Safety Manager
Operations (VCWRF)	Directs, manages, and coordinates the activities associated with wastewater treatment activities	Water System Superintendent (Wastewater Operations)	<ul style="list-style-type: none"> • Manages the development and implementation of operational goals, objectives, priorities, and procedures for wastewater operations • Ensures compliance with TPDES/NPDES wastewater treatment activities Monitors and evaluates efficiency and effectiveness of wastewater treatment activities • Performs budgeting and planning
Operations (VCWRF)	Plan, coordinate, supervise, and implement wastewater treatment activities	Assistant Water System Superintendent (Wastewater Operations)	<ul style="list-style-type: none"> • Assists with the development and implementation of operational goals, objectives, priorities, and procedures for wastewater operations. • Monitor and document plant procedures and performance • Coordinate plant operations with construction and maintenance activities • Oversee development of operational SOPs

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TABLE 7.1 --ROLES AND RESPONSIBILITIES



			<ul style="list-style-type: none"> Assists with budgeting and planning
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Water Department-Plant Operations Division (Continued)			
	Roles	Responsible Person	Responsibilities
Maintenance	Plan, coordinate, manage, and implement maintenance activities at Village Creek	Assistant Water System Superintendent (Wastewater Maintenance)	<ul style="list-style-type: none"> Establish maintenance priorities, goals, and procedures Utilize Maximo work order system Assists with budgeting and planning
Instrumentation & Electrical (VCWRF)	Plan, coordinate, and supervise instrumentation and electrical maintenance	I/E Supervisor (Plant Operations-VCWRF)	<ul style="list-style-type: none"> Establish I&E priorities, goals and procedures Utilize Maximo work order system Assist with budgeting and planning
Administrative Services (VCWRF)	Division Support	Administrative Services Coordinator	<ul style="list-style-type: none"> Administrative planning, budgeting & support Receive and route calls to the correct department or person Communicate policy and other administrative changes throughout the division Coordinate policy between different departments

Water Department-Strategic Operations Division			
	Roles	Responsible Person	Responsibilities
Regulatory Services	Regulatory Tracking	Regulatory/ Environmental Administrator	<ul style="list-style-type: none"> Track regulatory and legislative requirements Inform departments and employees on regulatory and legislative changes Advise departments and employees about effects of changes Work with state representatives, senators, and lobbyists to pass legislation that protects the welfare of the public and the City. Planning-verify goals and objectives meet current and future regulations.
Laboratory	Testing and Quality Control	Water Quality Manager	<ul style="list-style-type: none"> Provides oversight of the Centralized Water and Wastewater Laboratory for the City of Fort Worth Supervises and oversees bacteriological analysis and collection of water and wastewater samples Responds to and resolves customer complaints about water quality. Monitors adherence to local, state and federal water quality regulations and requirements. Oversees laboratory's accreditations Coordinates testing with independent laboratories

Water Department-Field Operations Division			
	Roles	Responsible Person	Responsibilities
Field Operations	Plan, coordinate, manage and implement collection system maintenance and improvement plans, inspections, investigations and monitoring	Assistant Director	<ul style="list-style-type: none"> Establishes departmental goals and objectives, oversees collection system maintenance, water quality monitoring, and collection system inspection and research

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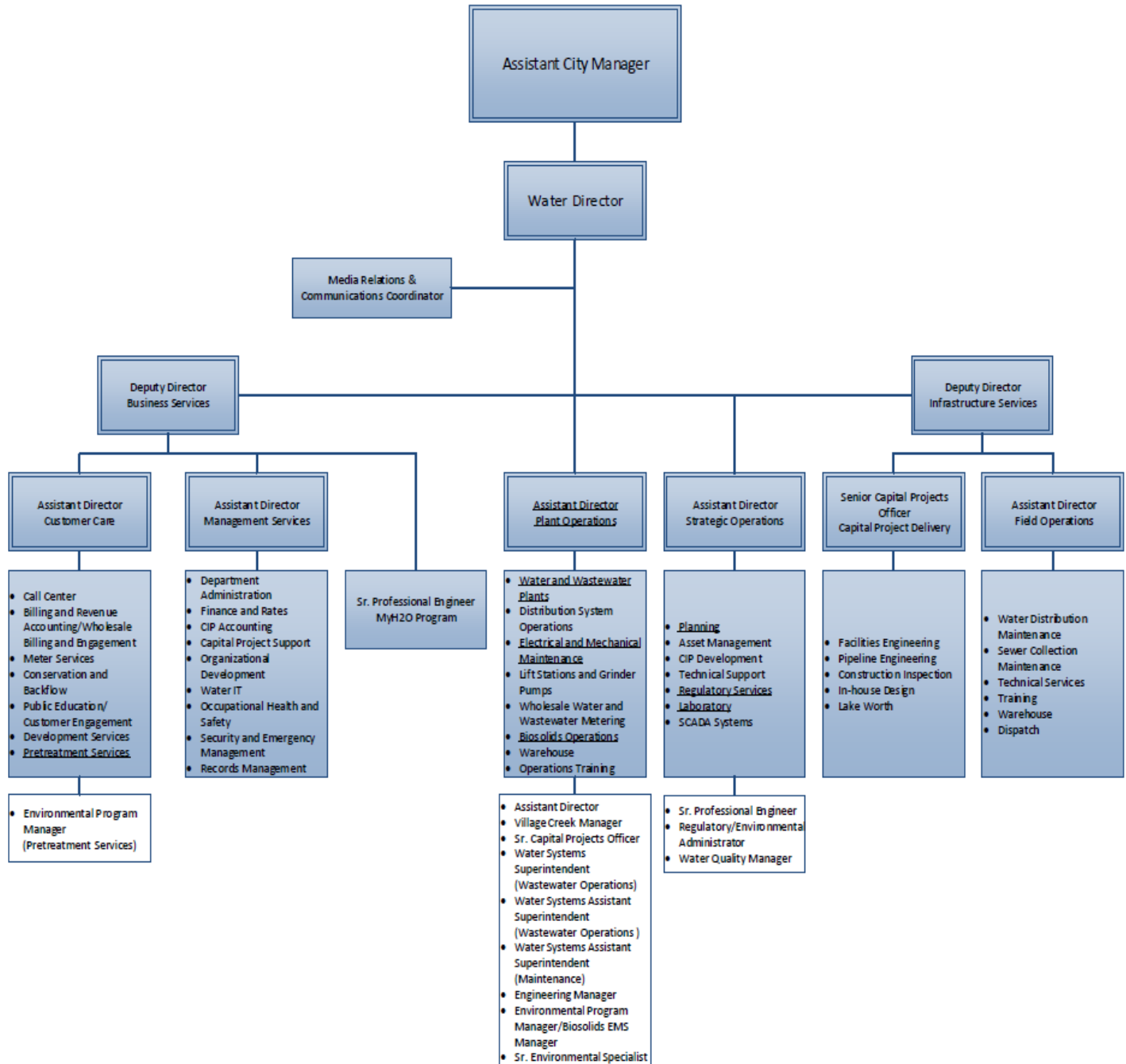
TABLE 7.1 --ROLES AND RESPONSIBILITIES



Biosolids Contractor			
	Roles	Responsible Person	Responsibilities
Dewatering/ Disposal (Contractor)	Plan, coordinate, manage and implement biosolids dewatering and disposal methods	Project Manager	<ul style="list-style-type: none"> • Establish goals and objectives for dewatering and disposal operations • Implementation and execution of daily dewatering and beneficial reuse activities and maintenance • Establish and maintain the land application program • Maintain processing standards to Class "A" or Class "AB" Biosolids standards. • Respond to public questions and complaints • Document dewatering and biosolids related activities • Coordinate biosolids activities with VCWRF • Notify County Commissioners of land application activities • Notify landowners and local officials of upcoming interim and verification audits

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FIGURE 7.1 — WATER DEPARTMENT ORGANIZATIONAL CHART



*Underlined text indicates divisions/sections that contain a member of the EMS Management Team.
Specific EMS Management Team members are listed under their respective division*

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FIGURE 7.2 — PLANT OPERATIONS ORGANIZATIONAL CHART

