



CHEROKEE METROPOLITAN DISTRICT

Job Title: Wastewater ORC/Manager
Posting No.: 2025-02

Internal & External Posting
OPEN DATE: March 26, 2024

Hiring Range: \$90,000 - \$105,000/ANNUAL D.O.Q.

CLOSE DATE: UNTIL FILLED

General Purpose

The Cherokee Metropolitan District Wastewater Manager/ORC oversees the wastewater department including collection, treatment, and discharge of two million gallons of wastewater per day. This includes legal responsibility for keeping Cherokee's 150 miles of sewer mains, three lift stations, and advanced wastewater treatment plant within state and federal regulations. This is accomplished by directing Cherokee's strong team of wastewater professionals, examining treatment and lab data to determine operational parameters, managing the departmental budget, and assisting with capital projects to improve CMD's wastewater system.

Essential Functions (not all inclusive)

- Serve as the Operator in Responsible Charge (ORC) of the treatment facility.
- Manage scheduling and training responsibilities for the Cherokee wastewater team including pretreatment, collections, and treatment.
- Ensures that the treated effluent meets all Federal, State, and Local regulations.
- Maintain, prepare, and submit required reports, including lab and process reports, monthly discharge reports, annual bio-solids reports, and annual stormwater reports.
- Implement and enforce CMD safety policies and industry-standard safety practices.
- Supervise and control wastewater system through SCADA.
- Manage the departmental budget.
- Develop and recommend methods, policies, and procedures necessary for efficient operation of the Water Reclamation Facility.
- Work collaboratively with District leadership on policy and long-term planning.
- Perform other related duties as assigned.

Knowledge, Ability, Skills

- Knowledge of advanced wastewater treatment facility operations.
- Understanding of collection system operations and maintenance.
- Ability to work independently or in a team environment.
- Knowledge of Microsoft Office Suite, including Word, Excel, Power Point, and Outlook.
- General understanding of CDPHE and EPA regulations and processes.
- Strong oral, written, and interpersonal communication skills.



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Education, Experience and Formal Training

- Associate's degree in Water and/or Wastewater Treatment or related field.
- Five years of wastewater treatment experience.
- Any equivalent combination of education and experience.
- Three years of supervisory experience.
- Experience with SCADA.
- Experience leading a wastewater team.

Licenses or Certifications

- Must possess a current Colorado Driver's License or the ability to obtain one upon hire.
- Class A Colorado Wastewater Certification.
- Class 1 or higher Colorado Collections Certification.

Working Environment/Physical Demands:

With PPE provided, environmental factors may include exposure to weather conditions; loud noise; high humidity; odors; confined spaces; poor air quality; bio-hazardous aerosols; hazardous chemicals; rotating equipment; open tanks; electrical equipment and tripping hazards.

Physical activities can include heavy lifting; walking long distances; climbing and descending stairs, ladders, and steep terrain; using hand tools, power tools, lawn care equipment and snow removal equipment; operating District vehicles and heavy equipment.

Attractive Benefits Package

- 100% Employee medical, dental and vision coverage (choice of plans after 30 days)
- 75% Spouse/Dependent medical, dental and vision coverage (choice/plans after 30 days)
- 457 Compensation retirement plan, 8% company contribution, no match required.
- 30-day vesting
- 13 paid holidays
- Paid vacation and personal day (after 90 days)
- Paid sick leave (accrual begins upon start)
- Golf privileges for employees and immediate family at the Cherokee Ridge Golf Course
- Safety gear, including work boot allowance.



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- Uniforms provided.
- Cherokee promotes career development and provides opportunities to gain experience professionally through development of technical knowledge and skills delivering challenging projects.

Additional Information

FLSA Status: Exempt

Supervisory Classification: Yes

Probationary Period: 90 days

This job description is not intended to list every function of the position, does not constitute an employment agreement or contract, and is subject to change. It is not intended to limit management's rights to assign, direct and control the work of employees under their supervision.

To ensure the safety of the public and reduce the risk of loss, background screenings and pre-employment drug testing are completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, degree and employment verification, motor vehicle record check and possible ongoing, random drug screening.

Interested applicants should submit an application, resume and letter of interest to Human Resources Manager, Connie Hughes (chughes@cherokeemetro.org). Applications are available on the District's website at www.cherokeemetro.org or can be picked up in person at the District's main office located at 6250 Palmer Park Blvd. Résumés will not be accepted in lieu of an application and resumes submitted via job search websites do not satisfy the requirement to complete the application.

Cherokee Metropolitan District is an Equal Opportunity Employer