

Job Title:	Septic to Sewer Grinder Station Coordinator	FLSA Status:	Non-Exempt
Department:	Utilities	Developed:	11-15-2025
Job Code:		Revised:	

GENERAL DESCRIPTION

Skilled, highly technical lead position involved in the overseeing, educating, and develop the Grinder System Program for the Town of Lake Placid as well as other assigned duties.
Working with other governmental agencies to develop a new Grinder Station Program for the Town of Lake Placid.
Educating and communicating with the public on all aspects of grinder system installations, funding options, grants, costs, time line locations of installations (present and future)
Working with Grant Coordinator, Compliance Coordinator and Purchasing Department.
Requires considerable judgment and is under the supervision of the Utilities Director.
Updating assets into GIS system.
Educating residents and contractors on policies and installation of grinder systems.
Working with vendor and engineers for proper sizing and type of station that will be required.
Ordering grinder systems from vendor, preparing purchase orders in billing software.
Scheduling installation of grinder stations with contractors and residents.

ESSENTIAL JOB FUNCTIONS

(NOTE: There are also secondary functions which the employee will be required to perform.)

High level of communication skills to directly communicate with customers, other departments, employees, regulatory agencies, governmental agencies, and the general public orally or in writing, as needed.

Develop educational materials and hold meetings with the public to explain program.

Oversee and inspect installation of grinder stations by contractors.

Advise management of abnormal situations regarding contractor and equipment installation.

Accurately completes required paperwork, material records, and prepares simple reports.

ESSENTIAL MINIMUM EDUCATION AND EXPERIENCE

Associate degree Communications, business, government or relevant years of experience. Minimum of two recent years of experience relating in education, public speaking, and program development.

ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of:

- ability to incorporate and employ on a continuous basis: initiate change, creativity, collaboration, excellence, and accountability.
- administrative reporting requirements of federal, state and local regulatory agencies.
- basic computer operation and software application, preferably Microsoft Word, Excel, PowerPoint, and GIS.

Ability to:

- accurately create, read, and interpret as-builts, blue prints, diagrams, sketches, schematics and GIS databases of underground utilities and Low-pressure systems.
- complete accurate Town of Lake Placid, Highlands County, or DOT required permits whether it be through the Right of Way department or building department in order to ensure the grinder stations are installed correctly according to the regulatory agencies.

- communicate effectively and establish and maintain harmonious relationships with Supervisor, customers, other employees, other departments, other governmental and regulatory agencies, and the general public as needed.
- work swiftly with sub-contractors under contract to ensure the septic tank is abandoned properly and the grinder system is installed correctly.
- fill out and submit map revisions showing new or updated records.
- prepare reports and keep records to report to the grant writers in a timely manner, as well as train others to do the same.
- understand and follow quickly and accurately brief oral and written instructions on moderately complex matters.
- recognize that the standard operating procedure will not work and possess the ability to determine an alternate procedure to achieve the desired end result.
- efficiently handle emergencies and multiple tasks simultaneously.
- keep accurate daily field reports and other paperwork and records as required and enters into computer, including ability to prepare accurate records showing Grinder station.
- perform a wide variety of unskilled, semi-skilled and skilled tasks.
- train other Utilities employees as required.
- perform mentoring duties to new employees, as assigned.
- correctly interpret and administer rules, regulations and policies in order to make decisions based on established policies and procedures.
- Some knowledge of the geographical work area.

NECESSARY SPECIAL REQUIREMENTS:

Due to the hazards that the individual may be exposed to, personal protective equipment (PPE) such as, but not limited to, respirator, safety glasses, hard hat, face shield, ASTM rated shoes, ANSI rated safety glasses, gloves, flame resistant clothing and other items may be required to be used. All PPE must be used according to the manufacturer's recommendations.

ESSENTIAL PHYSICAL SKILLS

Lifting and carrying (25lbs.); reaching above shoulder; use of fingers, both hands required; climbing (use of legs and arms); good near and distant vision; good depth perception; ability to distinguish basic colors; good hearing; walking; standing; kneeling; bending; balancing; smelling; stooping; driving (cars, small vans, PU's, etc., driving/operating trucks, etc.); typing on typewriter/PC for indefinite periods with intervals of moving around.

Reasonable accommodations will be made for otherwise qualified individuals with a disability. Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.

ENVIRONMENTAL CONDITIONS

Works inside and outside, in heat, in cold, in high humidity; in dampness or chilling; in dry conditions; in or with noisy conditions; in darkness; in or with dusty conditions; with silica, asbestos, etc.; with fumes, smoke, gases or flames; with chemicals, solvents, grease, oils; with radiant and/or electrical energy; on slippery or uneven walking surfaces; in or with moving objects or vehicles; on or with ladders; at heights above and/or below ground level (ditches); with vibrations; working closely with others and working alone; with poor lighting and ventilation; with odors; with other work hazards requiring safety equipment.