

CITY OF SELAH

WASTEWATER TREATMENT PLANT SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs a variety of skilled, technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of municipal wastewater treatment plant systems.

The Wastewater Treatment Plant Supervisor directs the operation, maintenance and preventative maintenance of the Wastewater Treatment facilities, including, but not limited to the Treatment Plant, the Industrial Pretreatment Plant and sludge Disposal properties and systems. As Plant Supervisor, this position is responsible for planning, organizing and directing the Wastewater Treatment Plant and its peripheral operations to ensure efficient, economical and safe operation in accordance with local, State and Federal requirements.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Public Works Director.

Exercises supervision over treatment plant operators, mechanic and summer help.

ESSENTIAL JOB FUNCTIONS:

Essential responsibilities and duties may include, but are not limited to, the following:

1. Responsible for the operation and maintenance of the City's Wastewater Treatment Plant and sewer lift stations.
2. Provide instruction to personnel on all aspects of the Wastewater Treatment Plant operations and maintenance.
3. Inspects work in progress of employees for completeness for compliance with safety requirements.
4. Reviews laboratory data on sewage flow, digester operations, and sludge to maintain the Treatment Plant within compliance with the operational guidelines and discharge limits established in the City's NPDES discharge permit.
5. Monitors and maintains pumps, blowers, chlorinators, filters and other wastewater processing equipment.
6. Schedules and logs daily crew assignments.
7. Develops preventative maintenance programs for the Wastewater Treatment Plant.
8. Assists in the development of specifications for equipment for the Wastewater Division and in the administration of construction, maintenance, and operation contracts.
9. Develops long-range capital improvement program for the Wastewater Treatment Plant.
10. Prepares the monthly DOE and EPA reports and other related reports relative to the wastewater operation.
11. Recommends specifications for equipment acquisition and assists with bid preparation and review.
12. Administers the Industrial Sewer Pre-Treatment Program.
13. Responds to and resolves citizen inquiries and complaints relating to the operation of the Wastewater Treatment Plant and related facilities.
14. Develops estimates for the repair, maintenance, and construction activities of the division and coordinates projects with other City departments and Public Works Department.
15. Assists in developing the annual budget for the operations of the wastewater treatment complex and monitors budgetary expenditures, including cost-of-service studies for rate setting.
16. Supervise subordinate plant personnel providing adequate direction, discipline, support, education and training to accomplish given tasks.

17. Provide annual performance evaluation for educational, ability and competency levels.

PERIPHERAL DUTIES:

- Operates a variety of power construction and maintenance equipment used in the department.
- Serves on various employee or other committees as assigned.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems.
- Considerable knowledge of sewer pipe installation, connection and repair.
- Considerable knowledge of wastewater treatment plant operation and maintenance.
- Skill in operation of the listed tools and equipment.
- Ability to interpret specific chemical and biological analyses.
- Ability to guide, direct and motivate employees.
- Ability to organize and supervise the activities of various crews performing construction and maintenance work.
- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Knowledge and direct experience in the activated sludge process, testing procedures, chemistry and chemical and process testing procedures, trouble shooting and detecting process hazards.
- Knowledge in State and Federal Laws regulating treatment, pretreatment.
- Knowledge and training in telemetry systems and instrumentation.

SPECIAL REQUIREMENTS:

- The employee may be required to work hours or days other than the normal workweek.
- Detection devices, mobile radio, phone, multimeters, voltmeters, personal computer including word processing and other software, copy and fax machine.
- Employees must be able to respond within 30 minutes during emergencies.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- High School diploma or G.E.D. is required.
- A Degree in Wastewater technology or advanced educational coursework in microbiology, chemistry, instrumentation or closely related field in activated sludge processors is preferred.

Experience:

- Five (5) years of experience relating to the construction, repair and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment.

Training, licensing, or certifications:

- Possession of valid Washington State Driver's License
- Current Washington State Wastewater Treatment Plant Operator Class III License, or better.
- Current Washington State Wastewater Treatment Plant Operator Class IV License, is preferred.

WORKING CONDITIONS

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee may be exposed to raw sewage, acids, caustics, corrosives, toxic materials and unpleasant odors. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

Physical Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date