

## WASTEWATER TREATMENT PLANT SUPERVISOR

### DEFINITION

This employee is under the general direction of the Mayor. The employee is responsible for the daily operation, supervision, and maintenance of the **wastewater treatment** facility including conforming with all applicable **wastewater** regulations. Instructions to the employee are general, but established policies, procedures and regulations provide guidance. The employee must use independent judgement when performing most tasks.

### EQUIPMENT/JOB LOCATION

The employee will operate a sewer **treatment** facility requiring the use of mechanical tools, laboratory and testing equipment, and specialized pumps, routers, etc.

The employee may also operate a backhoe, truck, mower, welding machine, jackhammer, hand tools, and other equipment.

The employee routinely works both indoors and outdoors and may be exposed to machinery with moving parts, noise, fumes and chemicals, extreme conditions of weather, heavy lifting, etc.

### ESSENTIAL FUNCTIONS OF THE JOB

- Plans, directs, supervises and reviews the operations and maintenance of the sewer **treatment** plant.
- Assures that the operations of the sewer plant comply with local, state, and federal occupational health and safety, and **wastewater** regulations. Completes regulatory reports.
- Conducts bacteriological and chemical tests required by state and federal regulations.
- Adds proper chemical dosages to treat, disinfect, deodorize, and clarify **wastewater**.
- Operates **wastewater treatment** plant.
- Checks, repairs, and washes and cleans basins; refills digester and drying beds.
- Hauls sludge.
- Communicates and provides accurate data to the licensed operator in charge.

### ADDITIONAL EXAMPLES OF WORK PERFORMED

- May make recommendations concerning the hiring, promotion, discipline and/or termination of subordinate employees.
- Assists with on-the-job training and career development of departmental personnel.
- Assists in the preparation of budget and expenditure estimates and reports for operation and maintenance of the plant.

- May perform general maintenance and labor activities such as mowing, weed eating, painting, etc.
- May assist with maintenance on pumps and other equipment.
- Recommends the purchase of equipment and supplies.  
Performs other duties as directed.
- Works with city engineer to provide assistance and advise on the development of plans and specifications for new plants and plan expansions.
- Assists in implementation of safety training and protocols.

### **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of state, federal and local standards and regulations regarding **wastewater treatment** and collection.
- Knowledge of chemical analysis and laboratory tests required for **wastewater treatment**.
- Knowledge in the use of modern laboratory equipment.
- Knowledge of the principles, practices and procedures of operating **wastewater treatment** facilities.  
Knowledge of the occupational hazards of work and necessary safety precautions.
- Knowledge of laws and regulations regarding employee health, safety and employment practices.
- Ability to plan, organize, assign, supervise and inspect the work of subordinates.
- Ability to conduct and supervise chemical, physical and bacteriological analysis.
- Ability to maintain inventory control and administer appropriate purchasing policies and procedures.
- Ability to establish and maintain an effective relationship with the public and other employees.

### **QUALIFICATIONS**

- Graduation from a standard high school with additional formal training in chemistry, biology, sanitary and/or environmental engineering or related fields or GED equivalent.
- At least 1 year experience in the operation of a **water treatment** facility, preferably with some experience in supervision.
- Must possess a valid driver's license.
- Secure Wastewater Operations and Wastewater Collection Class III certification within in 2 years.