



Job Description

Title:	Waste Water Treatment Plant Supervisor		Revised:	04/2015
Salary Level:	438		FLSA Status:	Exempt
Supervisor:	Public Services Director	Supervises:	Applicable WWTP Personnel	
Job Family:	None	Bargaining Unit:	Management/Confidential	

JOB SUMMARY:

Organizes, monitors and supervises the wastewater plant and performs the most complex and technical duties in plant operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates and supervises the staff and operation and maintenance of the wastewater treatment plant.
- Assures discharge meets established requirements.
- Assures the plant is in compliance with State and Federal regulations.
- Reviews plans for future reclamation plant improvements.
- Reviews and makes recommendations regarding treatment process and plant operations.
- Maintains liaison with State, County and other officials regarding plant operations.
- Oversees biosolids and compost operations.
- Participates in budget preparation and control.
- Monitors and controls supplies, materials and equipment.
- Performs routine plant landscaping and operates equipment.
- Tests and monitors hazardous materials stored or discharged at industrial sites.
- Coordinates with contractors providing contracted services.
- Reviews records and maintains documents and files on plant operations.
- Investigates and resolves complaints.
- Operates a computer and software and other plant electronic equipment.
- Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

- Plan, organize, and supervise operations of a wastewater treatment plant.
- Communicate effectively with the public concerning plant operations.
- Read, understand, implement and practice safety procedures in plant operations.
- Implement principles and practices necessary in wastewater plant operations.
- Perform repairs and adjustments to motors, pumps, and other equipment.
- Read meters and gauges correctly and respond to unusual situations quickly and competently.
- Collect samples and perform laboratory tests.
- Train, supervise, and evaluate staff performance.
- Operate backhoe, trucks and tractors.

Waste Water Treatment Plant Supervisor - Continued

- Prioritize and schedule work.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Establish, maintain effective relationships.
- Operate a computer and related software.

KNOWLEDGE OF

- Principles and practices of supervision of a wastewater plant staff and operations.
- Regulations, codes, and laws governing wastewater treatment and discharge.
- City goals, policies, and objectives concerning the wastewater treatment plant.
- Chemistry and math.
- Functions and purposes of wastewater treatment systems.
- Basic mechanical and electrical systems.
- Safe work practices around gases, electricity and chemicals.
- Goals, polices and objectives of wastewater treatment plant operations.
- Oral and written communication.
- Operation of computers and related software.
- Operation of heavy equipment around the plant grounds.
- Collection and testing of samples.
- Chemical applications for wastewater treatment.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); four years increasing responsible experience as Wastewater Plant Operator with the City preferred; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid California drivers license.
- Grade IV (4) Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

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.

Waste Water Treatment Plant Supervisor - Continued

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl, and taste or smell. The employee must 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 ability to adjust focus.

WORK ENVIRONMENT

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 is regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee frequently works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.