

GMWSS

POSITION DESCRIPTION

Class Title: Wastewater Treatment Plant (WWTP) Supervisor

Department: Operations/WWTP

Supervisor: Operations Manager

Supervises: All Personnel Assigned to WWTP

Class Characteristics: Under general direction, is responsible for the overall operation and maintenance of the WWTP; responsible for monitoring special projects related to WWTP; performs duties of WWTP operator; performs related work as required.

General Duties and Responsibilities

Essential:

1. Directs all WWTP operations required to meet permit limits as established by KY DOW.
2. Plans, organizes, directs, coordinates, and evaluates all activities and programs of WWTP including equipment and property assigned to WWTP.
3. Assists with formulation of operating policies and procedures; administers and maintains approved operating policies and procedures.
4. Ensures that WWTP operations remain in compliance with established procedures and standards, and federal, state, and local law, and administrative regulations.
5. Implements and ensures compliance with safety regulations and standards.
6. Makes routine inspections of WWTP and grounds.
7. Supervises personnel assigned to WWTP; prepares schedules, approves assignments, training, and time off.
8. Ensures that WWTP is operated and maintained in a safe and efficient manner; assists in performing minor repairs at WWTP and on equipment.
9. Implements and ensures compliance with preventative maintenance program on vehicles and equipment.
10. Performs personnel evaluations.
11. Assists with budget preparation; monitors budget after approval.
12. Ensures preparation of cost estimates for projects and purchases; responsible for special projects for WWTP, including facilities construction and repair, installation of new equipment, and implementation of improvements in WWTP operation.
13. Performs duties of WWTP Operator Classes I – IV.

14. Supervises and assists in the preparation of required reports; forward reports as required.
15. Administers bio-monitoring program; ensures that samples are collected, and laboratory tests are completed on effluent flow of WWTP; ensures that chemical adjustments are made as necessary; ensures that samples are forwarded as required on a timely basis and accurate records and reports are prepared and maintained.
16. Orders chemicals, materials, supplies, and spare parts.
17. Receives customer complaints and attends to their disposition.
18. Works with engineers and other consultants.
19. Attends training programs as required; ensures employee participation in programs for obtaining licenses after meeting experience requirements at each level.
20. Attends meetings as a representative of GMWSS with federal and state regulatory agencies, etc.
21. Represents WWTP at staff meetings.
22. Assists with Sewer System Evaluation Survey (SSES) maps.
23. Assists other departments/divisions as needed.
24. Oversees certified WWTP lab and any testing/analysis completed by contract lab.

Non-Essential: None.

Minimum Qualifications

Training and experience: Graduation from high school, or equivalent, supplemented by five years related work experience; or any combination of education and work experience acceptable by the Kentucky Department of Natural Resources and Environmental Protection Cabinet to receive a Class IV Wastewater Treatment Plant Operators License.

Special Knowledge, Skills, and Abilities

Knowledge:

1. Extensive knowledge of WWTP operations.
2. Extensive knowledge of federal, state, and local laws and administrative regulations referenced to wastewater treatment.
3. Extensive knowledge of functions, servicing, and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of, and ability to ensure compliance with, safety regulations and standards.
5. Knowledge of chemistry, physics, mathematics, and engineering.
6. Knowledge of pretreatment requirements.

7. Knowledge of the geography of the service area.
8. Knowledge of computers, spread sheets, and applicable software programs.

Abilities:

1. Ability to supervise WWTP operations in compliance with federal and state laws and administrative regulations.
2. Ability to detect mechanical flaws and make repairs to WWTP and equipment.
3. Ability to implement and ensure compliance with preventative maintenance programs on vehicles and equipment.
4. Ability to supervise employees; ability to evaluate employees.
5. Ability to conduct orientation and training programs for new employees.
6. Ability to establish and maintain effective working relationships with officers and employees of GMWSS, and the public.

Additional Requirements

Instructions: Instructions are somewhat general; many aspects of work covered specifically but must use own judgement.

Processes: Must occasionally consider different course of action or deviate from standard operating procedures to get a job completed.

Review of Work: Completed projects may be discussed with supervisor, but work is not generally reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Physical Demands of the Job: Work requires sitting at desk with intermittent standing, walking, and stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicles and equipment; required to work in high places; must use stairs and ladders as part of job requirements.

Tools and/or Equipment Used: Dump truck, pickup truck, tractor, spreader truck, hand tools, power tools, laboratory equipment, meters, normal office equipment (phone, computer, calculator, etc.), computerized chemical feeders, safety equipment.

Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/Heavy

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: Must possess and maintain a Class IV Wastewater Treatment Plant Operators License issued by the Commonwealth of Kentucky.

Drug and Alcohol Testing Requirements: Must participate in mandatory drug and alcohol testing as a condition of employment and continued employment in the class.

Additional Requirements: Must be able to respond to emergency situations at all hours; must be available to assist in other departments/divisions as needed.

Overtime Provision: Exempt