

GMWSS POSITION DESCRIPTION

Class Title: Wastewater Treatment Plant Supervisor

Department: Wastewater Treatment Plant (WWTP)

Supervisor: Operations Manager

Supervises: All personnel assigned to Wastewater Treatment Plant

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 operation required to meet permit limits established by Kentucky Division of Water.
2. Plans, organizes, directs, coordinates, and evaluates all activities and programs of the WWTP, including plant, and other equipment and property assigned to the WWTP.
3. Assists with formulation of operating policies and procedures; administers and maintains approved operating policies and procedures.
4. Ensures that plant operations are following established procedure and standards, and federal, state, and local laws and administrative regulations.
5. Implements and ensures compliance with safety regulations and standards.
6. Makes routine inspections of plant and grounds.
7. Supervises personnel assigned to WWTP; prepares work 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 on the WWTP and equipment.
9. Implements and ensures compliance with preventive maintenance 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 wastewater plant, including facilities construction and repair, installation of new equipment, and implementation of improvements in plant operation.
13. Performs duties of WWTP Operator I – IV.
14. Supervises and assists in the preparation of required reports; forwards reports as required.

15. Administers bio-monitoring program; ensures that samples are collected and laboratory tests are completed on effluent flow of the 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. Received customer complaints and attends to their disposition.
18. Works with engineers and other consultants.
19. Attends training programs as required; ensures employees participate in programs for obtaining licenses after meeting experience requirements at each level.
20. Represents the WWTP at staff meetings.
21. Assists with SSES maps.
22. Assists other departments as needed.
23. Oversees certified WWTP lab and any testing and analysis completed by contracted 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 have received a Class IV Wastewater Treatment Plant Operators License.

Special Knowledge, Skills, and Abilities:

Knowledge:

1. Extensive knowledge of wastewater plant operations.
2. Extensive knowledge of federal, state, and local laws and administrative regulations reference to wastewater treatment.
3. Extensive knowledge of and ability to ensure compliance with safety regulations and standards.
4. Knowledge of chemistry, physics, mathematics, and engineering.
5. Knowledge of pretreatment requirements.
6. Knowledge of geography of the service area.
7. Knowledge of computers, spread sheets, and applicable software programs.

Abilities:

1. Ability to supervise plant operations in compliance with federal and state laws and administrative regulations.
2. Ability to detect mechanical flaws and make repairs to plant and equipment.

3. Ability to implement and ensure compliance with preventative maintenance program 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 general public.

ADDITIONAL REQUIREMENTS

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

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to complete the job.

Review of Work: Completed projects may be discussed with supervisor, but work is generally not 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 a desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places; must use stairs and ladders as a job requirement.

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 Operator 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 as needed.

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Overtime Provision: Exempt.