

City of
EDMONDS
 Washington

WASTEWATER TREATMENT PLANT SUPERVISOR

Department:	Public Works – Wastewater Treatment	Pay Grade	NR-13
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	WWTP Manager

POSITION PURPOSE: Under general direction, plans, organizes and coordinates the operation and maintenance activities of the City’s Regional Wastewater Treatment Plant; ensures requirements and permits are in compliance with local, state and federal agencies; supervises and evaluates the performance of assigned staff; is responsible for planning and scheduling the work of assigned staff; implementing the WWTP’s safety program, nurturing facility’s culture of "Safety-First"; implementing programs, policies and procedures that create efficient operations and fiscal responsibility. Additional responsibilities include: oversight of the plant asset management program utilizing the established records management system and assisting with the development and management of capital projects. This position will also assist the WWTP Manager in developing and monitoring the annual operating budget and when assigned, perform the duties of the WWTP Manager during their absence.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plan, organize, and coordinate a variety of programs, projects and activities as assigned by the Manager related to the operation and maintenance of the City’s wastewater treatment plant. This function will include design of new processes, programs, and policies as well as the necessary communication and education to successfully implement them.
- Supervise and evaluate the performance of assigned staff, recommend personnel actions and plan, coordinate and arrange for appropriate training of plant staff.
- Assure compliance with permit regulations, review and process data, monitor results, develop operating strategies and procedures, troubleshoot problems, and identify corrective actions.
- Oversee the WWTP maintenance management system and asset management program.
- Act as management lead on the WWTP safety committee.
- During periods of absence assume Manager roles and responsibilities as assigned.
- Prepare, organize, and maintain a wide variety of reports, records and files related to assigned activities and personnel.
- Provide input to the Manager for the O&M budget process, recommend and plan capital projects, control and authorize expenditures in accordance with established limitations.
- Administer Capital Improvement projects, make recommendations to the Manager, and as assigned, prepare, advertise, receive, recommend, and award bids according to established City procedures. Oversee projects, approve final payments, and properly close out capital projects.
- Communicate with personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

JOB DESCRIPTION

Wastewater Treatment Plant Supervisor

DRAFT

- Provide technical expertise, information and assistance to the Manager regarding assigned functions, assist as needed in the formulation and development of policies, procedures and programs.
- Operate a computer and other office equipment as assigned, maintain current knowledge of plant instrumentation and control systems, drive a vehicle to various sites to inspect work.
- Attend and conduct a variety of meetings as assigned, represent the City at a variety of meetings away from the plant site as assigned.
- Perform other duties as assigned.

Required Knowledge of:

- Process control and operational guidelines for an activated Sludge Wastewater Treatment Plant.
- Maintenance and asset management industry standards.
- Industry standards related to the operation and maintenance of wastewater treatment plants.
- Effective and efficient maintenance of wastewater plant assets.
- Plant instrumentation, control system and electrical standards.
- Standard methods and Laboratory operations used to test and analyze Wastewater treatment processes for permit compliance.
- Permit requirements.
- Applicable laws, codes, regulations, policies and procedures related to the operation and maintenance of wastewater treatment plants.
- Conflict resolution techniques.
- Hazardous chemicals handling and disposal requirements.
- Chemistry and microbiology related to wastewater treatment.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety standards, rules and regulations.
- Budget preparation and control.
- Labor Relations and contract administration.
- Oral and written communication skills.
- Record keeping techniques.
- Operation of a computer and assigned software.
- Supervisory and training principles, methods and techniques.

Required Skill in:

- Planning, organizing and coordinating the operations and maintenance activities of a municipal Wastewater Treatment Plant.
- Ensuring requirements and permits are in compliance with local, state and federal agencies.
- Supervising and evaluating the performance of assigned staff.
- Evaluating work practices of operations, maintenance and laboratory departments to implement current industry standards.
- Planning plant projects and allocating staffing, timelines and budget to complete them.
- Communicating effectively orally and in writing.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Establishing and maintaining cooperative and effective working relationships with others.
- Operating a computer and other office equipment as assigned.
- Analyzing situations accurately and adopting an effective course of action.
- Meeting schedules and timelines.
- Working independently with little direction.
- Planning and organizing work.

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- Preparing and maintaining a variety of comprehensive records, files, and reports.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates or Bachelor's Degree in Environmental Science, Water and Wastewater Technology, Civil Engineering, or related field and five years of progressively responsible experience in wastewater treatment plant operations that includes two years of staff supervisory responsibility; preferably in a municipal or public sector environment; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

State of Washington Driver's License

State of Washington Class III Wastewater Operator Certificate upon hire. Must obtain Class IV within 1 year from hire date.

CPR and First Aid card, within 6 months of hire

Incinerator Operators License within 6 months of hire

Other certifications/licenses may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check

Other Requirements:

Ability to pass a mandatory drug test upon conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor/outdoor work environment
- Driving a vehicle to conduct work
- Working in a confined or classified space

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operate a variety of grounds equipment and power and hand tools.
- Operate a computer keyboard or other office equipment.
- Read a variety of materials and instruments and possess close vision, far vision, side vision, depth perception, night vision and color vision.
- Ascending/descending ladders
- Lifting/ carrying or otherwise moving or transporting heavy objects, frequently up to 50lbs.
- Sitting/standing or otherwise remaining in a stationary position for extended periods of time
- Walking or otherwise moving over rough or uneven surfaces while performing inspections and investigations.
- Performing repetitive motions, including balancing, stooping, kneeling, bending, crouching, crawling, reaching overhead, above the shoulders and horizontally, and standing, pushing, pulling and using stairs.
- Working in tight spaces
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Exposure to chemicals, used in Wastewater treatment including but not limited to Sodium Hypochlorite, Caustic Soda, Bisulfate, Polymers, Clay, Lime and Carbon.
- Exposure to raw and treated sewage, odors associated with sewage treatment, high heat and moving equipment.
- Exposure to cleaning chemicals, herbicides and dust.
- Working at heights using ladders and structures

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- Working around and with sometimes noisy machinery having moving parts
- Exposure to slippery surfaces, damp spaces while cleaning in and around equipment.
- Exposure to electrical power supply and high voltage.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____