



Job Description

POSITION TITLE (LEVEL):

WASTEWATER OPERATIONS SUPERVISOR (LEVEL 15)

DEPARTMENT:

WASTEWATER OPERATIONS

SUPERVISOR:

WASTEWATER OPERATIONS MANAGER

FLSA STATUS:

EXEMPT

LNI CODE:

1501

REVISION DATE:

05/23/2024

REPRESENTED BY:

NON-REPRESENTED

REVIEW DATE:**JOB SUMMARY:**

Assists Wastewater Operations Manager by supervising, organizing, and coordinating daily Wastewater Operations functions including pumping, treatment, disposal, laboratory, control systems, and maintenance pursuant to Federal and State statutes and regulations. Plans and implements capital improvements to wastewater treatment facilities. Supervises and evaluates the performance of persons within the Wastewater Operations Department.

Work is regularly performed under little or no supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Works with the Wastewater Operations Manager to develop goals, objectives, plans and programs necessary to manage the wastewater treatment processing function.
- Works with the Wastewater Operations Manager to direct and establish department operating standards and laboratory controls for physical, chemical and biological processes and to ensure District treatment standards are met.
- Works with the General Manager and other department managers to ensure District policies, programs, and improvements projects are carried out effectively and efficiently.
- May Interact on behalf of the District with local, state, and federal regulators, public organizations, and citizens, or commissions as necessary or required.
- Coordinates contracted services with independent contractors, consultants, equipment manufacturers and other external private or public entities to develop and maintain the department's infrastructure.
- Assists with the preparation and control of the department's operating and capital budgets; reviews and approves purchasing requests, personnel assignments and organizational changes.
- Meets department objectives through direct and indirect supervision of staff performing analytic, operating, administrative, and maintenance duties.
- Works with the Wastewater Operations Manager to establish individual goals and standards for the performance of work groups; conducts annual performance reviews and participates in the development of performance improvement plans and recommendations for promotions.
- Works with the Wastewater Operations Manager and staff to ensure employee orientation, training and safety programs are carried out by each section including, but not limited to,

facilitation and/or planning of training.

- Establishes and maintains routine reports to ensure accountability and optimal performance for all assigned department functions.
- Complies with all safety requirements and trains staff in safe work habits and assists in maintaining departmental compliance with District safety policies, procedures, and all local, state, and federal regulations.
- Reviews and provides recommendations to the Wastewater Operations Manager on new facility and/or major modifications planned for the District's infrastructure.
- Works with the Wastewater Operations Manager to operate and ensure the effective operation of the wastewater treatment plants in accordance with all regulatory standards.
- Ensures that complete and accurate records are maintained for all assigned equipment and facilities utilizing a computer maintenance management system.
- Reviews operating data and records for conformance with all required permits and is able to certify its accuracy on behalf of the District.
- Coordinates major maintenance/construction related projects with Engineering.
- Attends and makes presentations at Board of Commissioner meetings as required and other meetings throughout the community, as needed.
- Serves as project manager for assigned capital projects, coordinating design, construction and start-up of new and/or rebuilt facilities.
- Serves as contract administrator for facility related services.
- Works with the Wastewater Operations Manager to ensure that all personnel actions are conducted in accordance with District personnel policies and procedures and that supervisory practices are in accordance with labor agreements.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- May assume the duties of the Wastewater Operations Manager or Assistant Operations Manager in the Manager's absence.
- As directed by the General Manager and/or Wastewater Operations Manager, responds to inquiries from the press and public, and ensures contacts with other agencies and political bodies are consistent with the District's overall policies and procedures.
- Assists with Department's Records Retention Program in accordance with regulations.

EDUCATION AND EXPERIENCE:

- Requires High School Diploma or equivalent and five (5) to seven (7) years of progressively responsible work experience OR any combination of experience or education which clearly demonstrates competency. A two year Associate of Science degree in fields related to wastewater is preferred.
- Requires a minimum of three (3) years in a leadership role demonstrating proficiency.
- Must possess a valid Washington State "Group III" or higher Wastewater Treatment Plant Operator certification, or have established reciprocity at the time of appointment and must obtain a "Group IV" or higher certification within 24 months.
- Class I Lab Analyst certification within one (1) year is required. A Class 2 Lab Analyst Certification is desired within 24 months.
- WPI Maintenance Technician I is required within 18 months.
- Must obtain within one year from initial employment, any required certifications or licenses applicable to the utility; i.e., First Aid Training, Certified Flagging, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Understanding and working knowledge of management techniques and principals.
- Good working knowledge of wastewater and biosolids treatment processes, laboratory procedures, hazardous chemicals, and the rules and applicable regulations that govern wastewater treatment plants and their operation.

- Ability to plan, implement and evaluate a wide variety of public works and departmental programs.
- Familiar with the use of computerized maintenance management software to develop work orders and keep records for assigned maintenance activities.
- Advanced analytical skills to assess trends and develop strategies for action.
- Problem-solving skills to resolve problems and enhance operations.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, regulatory agencies and the general public.
- Ability to utilize a computer and standard office equipment and communicate effectively both orally and in writing.
- Ability to read and understand blueprints, read and record measurements, interpret and prepare reports, and maintain accurate records.
- Knowledge of organizational, fiscal, personnel, and supervisory practices and principles.

GENERAL REQUIREMENTS:

- Demonstrate excellent written and oral communications skills.
- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment, and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District policies and procedures.
- Other duties as assigned.

MANAGERIAL REQUIREMENTS:

- Oversee and direct the work of subordinates in work unit in accordance with guidelines set by department manager.
- Conduct timely annual Employee Performance Reviews (EPRs) of employees in work unit.
- Plan, organize and/or supervise the work of subordinate employees.
- Delegate responsibilities, as appropriate, to subordinate managers and staff for effective and efficient operation and management of the District.

SPECIAL REQUIREMENTS:

- Depending on area of assignment, must have valid WA State Driver's License.
- A CDL Class A with tanker and hazardous material endorsement is preferred but not required.
- Must be able to operate computer models of the plant(s) to optimize the plant operations before process changes are made.

WORK ENVIRONMENT:

- Work is generally performed in a (an) plant environment.
- May require shift, weekend, and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work is generally performed in an environment consisting of loud noises, biological agents, chemical hazards, and odors associated with wastewater treatment plants.
- Ability to work in or around confined space areas.
- Ability to perform manual tasks involving physical strength and endurance.
- Requires visual and hearing acuity and substantial manual dexterity.
- Ability to withstand exposure to variable weather conditions.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

- May be required to train staff on basic operation of all tools and equipment relative to tasks associated with Wastewater functions.
- Motorized vehicles and equipment, including but not limited to pickup truck, CDL vehicles, dump trucks, vactors/jet rodders, tanker trucks, and forklifts. Other machinery, tools and equipment include generators/power units, pumps, oxy/acetylene tanks, drill presses, grinders, band saws, hydraulic/manual presses, hydraulic shears, pressure washers, compressors, jack hammers, compactors/tampers, hoists/booms, blowers, chop saws, fall devices/harnesses, respirators, gas detectors, chlorine analyzers, pressure gauges, differential pressure gauges (backflow test equipment), underground locating equipment, pitot tubes, transits, multimeters, micrometers, laboratory equipment, computers, printers, fax machines.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places and in outside weather conditions; occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Personal Protective equipment (PPE's) shall be comprised of all PPE's associated with chemical, confined spaces, and atmospheric conditions common in the work place. Level of PPE protection will be determined by District and safety guidelines.
- May require the ability to wear and use a respirator.

PHYSICAL DEMANDS:

Task:	Never 0% 0 hour	Seldom 1-10% 0-1 hour	Occasional 11-33% 1-3 hours	Frequent 34-68% 3-6 hours	Constant 67-100% 6-8 hours
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand / Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform work from ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at heights / balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend / Stoop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat / Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrist (flexion/extension)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp (forceful)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate foot controls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibratory tasks; high impact	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibratory tasks; low impact	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
See	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Temperature extreme	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Pushing	Never	Seldom	Occasional	Frequent	Constant
Lift	Weight lbs	Weight lbs	50 lbs	Weight lbs	Weight lbs
Carry	Weight lbs	Weight lbs	50 lbs	Weight lbs	Weight lbs
Push / Pull	Weight lbs	Weight lbs	50 lbs	Weight lbs	Weight lbs

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.