



Position Description
WASTEWATER TREATMENT PLANT SUPERVISOR

Department: Public Works

Reports To: Director of Public Works

FLSA: Exempt

Purpose of Position

Under administrative direction of the Public Works Director, performs supervisory work concerning the wastewater department. Directs, plans and participates in duties essential to proper operation of the wastewater treatment plant (WWTP), pump stations, and related equipment. Responsible for supervision, coordination, evaluation and performance of subordinates. Performs other managerial duties such as assigning work, training employees and ensuring that wastewater plant operations meet or exceed governmental standards. Coordinates with the City Administrator and participates in functions necessary to maintain daily functioning and record keeping for the wastewater plant.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs the duties of wastewater treatment plant operator as needed.
- In cooperation with the City Administrator, plans, directs, implements and participates in the daily operation of the wastewater treatment plant and pumping stations to meet the requirements of the City, State, and federal regulations; delegates work to WWTP staff; provides first-line supervision of WWTP department employees, tentatively approving time sheets, and requests for overtime and time off; trains new employees.
- Notifies and consults with the City Administrator regarding departmental projects, prioritizing work items, and potential problems and needs.
- Performs annual performance evaluations of WWTP employees.
- Operates and monitors wastewater treatment process daily to ensure reliability and performance.
- Supervises, performs, and examines laboratory test results (including tests done in house and those contracted) and meter and gauge readings to determine if adjustments need to be made; adjusts processes if necessary.
- Produces required reports for regulatory agencies; corresponds via telephone and in writing with regulatory agencies and others.
- Maintains operating permits, maintenance schedule, and a log of plant operations and maintenance work performed.
- Supervises, assists in inspections, and participates in the construction and maintenance of the wastewater treatment plant, pumping stations, and collection system.
- Supervises and participates in custodial and maintenance duties of the wastewater plant, pumping stations, and the surrounding grounds.
- Attends regional meetings and various seminars relating to wastewater treatment to maintain and further operator certification.
- Assists the City Administrator with the preparation of the departmental budget.

- Provides preliminary approval to payment of departmental invoices in accordance with established policy and procedures.
- Applies sludge at the proper rate on designated sites; tests soils where sludge is to be applied, and reports soil test results as necessary.
- Services and repairs equipment including pumps, control panels, drive units, distributors, vehicles, etc.; schedules service personnel for necessary repair work.
- Requisitions materials and equipment as needed and approved.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- Oversees groundskeeping.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other departments as needed.
- Loads and unloads heavy objects and materials as needed.
- Maintains harmony among WWTP staff and resolves grievances.
- Prepares reports as required.
- Responds to public or other inquiries and concerns related to City policies and procedures. Evaluates issues and options regarding WWTP department operations, and makes decisions and recommendations.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Wastewater Treatment Operator experience.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- State of Iowa, Wastewater Treatment Plant Operator Grade 4 certificate required.
- Reside within a drive time of forty-five minutes under normal driving conditions within the first six months of employment.
- FEMA ICS-100 and IS-700.

Knowledge, Skills, Abilities

- Ability to solve practical problems utilizing a variety of variables with limited standardization.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence, follow technical manuals and have significant contact with people; ability to use a mobile radio and a telephone.
- Knowledge of the principles and procedures involved in wastewater treatment plant, pumping station, and sewage collection systems; knowledge of the operation of mechanical and electrical equipment.
- Ability to train, organize, and direct WWTP staff in daily operations.

- Ability to establish and maintain effective working relationships with co-workers and the public.
- Knowledge of relevant federal, State, and local regulations regarding wastewater treatment; knowledge of occupational hazards and safety precautions associated with the operation of the wastewater treatment plant, pumping, and collection system.
- Knowledge of sewer main construction and maintenance.
- Ability to organize and direct subordinates in daily operations; knowledge of and ability to perform effective training methods.
- Knowledge of the City's sewer main network; ability to understand and follow maintenance and construction plans and diagrams.
- Knowledge of modern laboratory techniques relating to wastewater treatment; ability to interpret laboratory results and implement changes if necessary.
- Ability to utilize a variety of advisory data and information such as productions reports, lab results, charts, schedules, activity logs, chemical reports, blueprints, diagrams, lab manuals, equipment repair and operating manuals, maps, Iowa DNR regulations, procedures and guidelines.
- Ability to communicate orally and in writing with customers, utility personnel and Iowa DNR personnel.
- Ability to operate equipment and materials required for position.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose hand tools, protective clothing, safety equipment, trucks and attachments, car/light truck, general purpose maintenance equipment, tractor, endloader, mower, air compressor, sewer cleaning equipment, pumps, saws, ladders, pick-axe, generator, measuring equipment, soil sampler, electrical multi-meter, amp meter, sound level meter, sledgehammer, winch, hydraulic tools, concrete/asphalt tools, pH meter, thermometer, oils, calculator, telephone, mobile radio, City of Nevada Code of Ordinances, DNR rules, and Code of Iowa.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports. Includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or move up 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. The worker is also exposed to awkward or confining workspace, darkness or poor lighting, working on uneven ground, mechanical hazards, chemical hazards, and traffic hazards. Position responds to emergencies after hours and weekends.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Head

Date

City Administrator

Date