

# CITY OF HELENA



**Position Title: Wastewater Treatment Plant Supervisor**

**Department: PW - Wastewater Plant**

**Position #: 14203**

**Grade: 147**

**EEO Category: (08) Service Maint.**

**FLSA: Exempt**

**EEO Function: (13) Sanitation & Sewage**

**Work Comp Code: 9410**

## **DEFINITION**

Under direction, to supervise, assign, inspect, review, and participate in the work of staff responsible for wastewater treatment plant operations and maintenance; and to perform a variety of technical tasks relative to assigned area of responsibility.

## **SUPERVISION RECEIVED**

Supervised by the Water/Wastewater Superintendent

## **SUPERVISION EXERCISED**

Exercises direct supervision over technical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation and maintenance of the wastewater treatment plant; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff responsible for the operation and maintenance of the wastewater treatment plant.

Plan and layout wastewater treatment plant operation and maintenance work projects; prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Participate in the selection of assigned staff; provide or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures; process formal and informal grievances.

Inspect plant and ensure proper operation and maintenance; inspect and verify work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Supervise the use and operation of tools, and equipment; ensure that tools and equipment are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, and equipment.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures.

Coordinate quality control testing; supervise the collection of groundwater samples; observe, inspect, and review wastewater test results; notify appropriate personnel of results and required modifications.

Respond to and resolve inquiries and complaints.

**Important & Essential Duties cont.:**

Participate in the administration of preventive maintenance, in-service training, and safety programs; develop safety programs that meet Federal and State standards; ensure compliance with safety procedures.

Supervise sludge disposal operations.

Administer the City's pre-treatment program.

Administer the Electrical Maintenance Program.

Perform the most difficult wastewater treatment operations duties.

**OTHER JOB RELATED DUTIES**

May serve as acting Water/Wastewater Superintendent upon the request or absence of the Water/Wastewater Superintendent.

Perform related duties and responsibilities as assigned

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a comprehensive wastewater treatment plant operations and maintenance program.

Secondary wastewater treatment and anaerobic digestion.

Principles and theories of chemistry and biology related to wastewater treatment.

Uses, purposes, and operating characteristics of wastewater treatment plant and pump station equipment.

Principles of hydraulics.

Fundamentals of laboratory analysis, interpretation, and calculations.

Policies, procedures, and codes related to the operation of the wastewater treatment plant and pump stations.

Occupational hazards and standard safety precautions necessary in wastewater treatment plant operations.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Principles of budget preparation and control.

Safe driving principles and practices.

**Skill to:**

Use, operate, and maintain a wide variety of wastewater treatment equipment in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise, organize, inspect, and review the work of technical personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Select and maintain machinery and equipment used in wastewater treatment plant operations and maintenance.

Assist in budget preparation and monitoring.

Prepare and maintain records and prepare reports.

Inspect and assess the operational condition of wastewater treatment equipment and identify malfunctioning equipment.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Perform routine chemical analysis.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately determine project material needs.

Respond to requests and inquiries from the general public.

Independently perform the most difficult operations duties in the area of work assigned.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Work overtime, on-call, and stand-by 24 hours a day.

**Physical Demands& Work Environment**

Ability to work in an office environment, outside, and Wastewater treatment facility. Ability to sit, stand, walk, twist, see, hear, and lift 50 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; ability to travel to different sites and locations.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four years of responsible experience in the operation of a wastewater treatment plant including some supervisory experience

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater treatment, personnel supervision, and in the area of assignment.

**License or Certificate:**

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of, or ability to obtain within twelve months of hire, a Class I Wastewater Plant Operator Certificate issued by the State of Montana.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_