

CITY OF ORTING

JOB DESCRIPTION

Job Title: Wastewater Plant Supervisor

Department: Public Works

Reports to: Public Works Supervisor

SUMMARY DESCRIPTION

This is a full-time, Fair Labor Standards Act non-exempt, non-Civil Service maintenance position. A typical work week is Monday to Friday, 7:30 a.m. to 4:00 p.m. with periodic callouts on weekends and evenings based on operational needs and emergencies. This position is part of a bargaining unit represented by the American Federation of State County and Municipal Employees (AFSCME) Local 120.

Under the general direction of the Public Works Supervisor, the Wastewater Plant Supervisor is responsible for efficient and safe operation and maintenance of the City's wastewater treatment facilities and for ensuring that the facilities function properly at all times. The Wastewater Plant Supervisor guides and participates in all maintenance activities to ensure that all parts of the collection and treatment of wastewater is operating properly. The Wastewater Plant Supervisor is responsible for maintaining compliance with all regulations. The Wastewater Plant Supervisor will be required to cross train in all other departments of Public Works for the purpose of "On call" duties and backup for other departments as needed.

The Wastewater Plant Supervisor supervises the work of employees assigned to assist in day-to-day operations and maintenance and activities as well as the work of WWTP Operators.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. Oversee general operation and safety of the wastewater treatment plant facility
2. Schedule, perform and document testing required by regulators
3. Collect samples and perform lab tests to make sure plant operates efficiently
4. Oversee the laboratory accreditation program.
5. Complete and submit required reports and documentation to maintain our permit
6. Maintain compliance with laws and regulations related to the treatment of wastewater
7. Inspect and ensure the quality of wastewater as it is processed by the treatment facility
8. Monitor wastewater collection systems, ensuring proper installations and repairs and that the system is operating properly
9. Monitor and maintain wastewater lift stations and step tanks
10. Assist in the monitoring of I&I reduction programs
11. General Maintenance of tanks, pumps, motors, generators and lab equipment for wastewater facilities
12. Monitor plant SCADA system

13. Monitor and maintain plant preventative maintenance program
14. Maintain all equipment allocated to the department; ensure that equipment is in good working order
15. Monitor and maintain control over inventory of departmental supplies
16. Assign tasks to subordinate employees, participate in all tasks and monitor progress to completion
17. Direct proper disposal of hazardous materials incurred or produced in the course of operations of the wastewater treatment facilities
18. May need to assist or cover for fellow employees on sick leave or vacation as needed in other City facilities, including Water Department, City Parks, Cemetery, Streets and Stormwater maintenance and repairs as necessary. May assist in maintaining departmental equipment as needed
19. May be required to return to the city during off-hours in case of emergency

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and perform the assigned duties.

Knowledge of:

- Knowledge in the use of heavy commercial vehicles, heavy equipment and in the use of hand tools.
- Knowledge of basic water hydraulics and telemetry
- Knowledge of safety practices with mechanical and electrical devices and of variety of systems, to use a variety of potentially hazardous tools safely and efficiently
- Knowledge of labor and plant procedures.
- Knowledge of permit requirements for WWTP

Ability to:

- Have mechanical aptitude and inclination
- Perform heavy manual labor.
- Have an ability to work in an efficient manner with minimal supervision.
- Good verbal, computer and written communication skills are necessary for adequate performance of the job.
- Excellent leadership skills, self-motivation, and an ability to communicate professionally and courteously with co-workers and the public are requirements of this position.
- Enter and exit a manhole

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Experience:

- High School Diploma or equivalent
- Associate of Applied Water Quality Technology or related field
- Five (5) years' experience with Wastewater Treatment Plant

License or Certificate:

- Washington State driver’s license,
- Washington State Department of Ecology Wastewater Treatment Plant Operator Group III
- Washington State Department of Health Water Distribution Manager I Certification.
- Washington State Asbestos Cement Pipe Work Certification
- Confined Space Entry Certificate

PHYSICAL DEMANDS AND WORKING ENVIROMEMT

The conditions herein 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 job functions.

Environment: Work is performed both indoors and outdoors. They may be required to work in or over water, on high ladders or in confined spaces. Certain aspects of this job may be hazardous, requiring the employee to utilize protective clothing or devices. Hazards encountered may include open trenches and exposure to solvents and chemical fumes such as chlorine, ammonia, and hydrogen sulfide. While working outdoors, the Wastewater Plant Supervisor will be exposed to insect bites or stings, dust and pollens.

Physical: Sufficient physical ability to lift and carry; thirty (30) pounds often, fifty (50) pounds occasionally and ninety (90) pounds rarely. Bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles. Must have the ability to perform heavy manual labor: shoveling, digging, lifting, pushing, pulling, and dragging. Work in confined spaces.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.