

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

WASTEWATER TREATMENT PLANT SUPERVISOR

2409

GENERAL PURPOSE:

Plans, organizes, directs, controls and manages Wastewater treatment facilities, programs and activities; monitors and maintains compliance with federal and state regulations for wastewater treatment plant operations and discharge.

CLASSIFICATION SUMMARY:

Plans, schedules, assigns, directs, and evaluates the operational and maintenance activities of a class III activated sludge treatment plant according to state and federal requirements. Supervises the activities of plant operators, plant mechanics, and lab technicians involved in the operation, quality control, and maintenance of the plant. The Wastewater Treatment Plant Supervisor reports to the Public Works Maintenance and Operations Superintendent who evaluates work for the effective and efficient operation of the plant according to legal and budgetary requirements.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages daily operations and maintenance activities; plans, schedules, assigns, directs, and evaluates plant personnel and activities; trains personnel in the operation and maintenance of the plant; participates as management team member in the selection and hiring process, makes hiring recommendations; conducts informal problem solving and dispute resolution sessions; serves as the operator in responsible charge of the operation and maintenance of the plant as provided for in R.C.W. 70.95B.030.; conducts meetings to coordinate plant activities and receive employee input for operational changes and more effective plant operation.

Assists in preparing the preliminary and capital improvement plan budgets and administers approved budgets; evaluates and recommends options for plant upgrades and regulatory changes; prepares bid specifications for parts and equipment; manages inventory and purchasing systems.

Maintains computerized and manual records and prepares reports pertaining to the operation of the plant, reviews daily reports and plant operations, and makes changes as required to meet legal requirements. compiles data and material related to plant regulatory compliance issues and prepares reports for the city and governmental agencies; makes presentations to public, special interest and governmental agencies.

Oversees and monitors plant performance for permit compliance; reviews industrial waste permits and monitors discharges to the plant; directs changes to process controls; authorizes acceptance of industrial or domestic waste; manages plant compliance with safety programs.

Reviews regulations and develops and administers procedures to meet legal requirements; ensures proper sampling techniques and arranges for testing of samples that can not be tested in the plant's lab; monitors sludge generated by the plant and handles subsequent testing, utilization, and reporting requirements.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Serves as a plant operator, laboratory and maintenance personnel as needed.

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The methods of operation and maintenance of a class III activated sludge wastewater treatment plant;
- Chemicals, testing procedures and treatments used in a class III wastewater treatment plant;
- The laws and regulations regarding wastewater treatment plant operation in a class III plant;
- Supervisory principles and practices.

Ability to:

- Supervise the activities of plant operations, laboratory and maintenance personnel;
- Prepare accurate reports and maintain records on plant operation and maintenance;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Obtain Class B CDL and required City endorsements, issued by the State of Washington;
- Obtain and maintain a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

An Associates Degree in Wastewater Treatment, Chemistry, Microbiology or a related field; five years experience in wastewater treatment plant operation, two years of supervisory experience with the operation and maintenance of an activated sludge wastewater treatment plant and possession of a Class III Wastewater Treatment Plant Operator's Certificate of Competency as issued by the state of Washington; or substituting course work or training in supervision for up to six months of the experience; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:

Personal computer; telephone; motor vehicle; plant operations equipment, including, but not limited to, electric motors and controls, gas/diesel engines, pumps, hydraulics, toxic gas regulators, flammable gas compressors, air compressors, mixers, and burners, microprocessor control units, chemical metering devices, 10-wheel dump truck, front-end loader, track loader, separation equipment belt press, motors; maintenance equipment, including, but not limited to, power pipe threader, torch, rotohammer, electronic test equipment, steam cleaner, drill press, hand tools, plumbing tools, cleaning equipment, lawn-care power and hand tools; various laboratory equipment.

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 required to work in both office and field settings. The employee is required to sit at a desk or at a computer terminal for extended periods of time. The employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 12/01