

Title: Wastewater Plant Supervisor
PG: 49
Status: Civil Service
Position Reports to: Wastewater Plant Chief Operator
Department: Water Utilities

Class Code: 3092
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is skilled and technical work in the operation and maintenance of the City's wastewater treatment plants. This position requires shift work, including nights, weekends, and holidays, as the treatment processes are operated on a continuous basis. An employee in this position has responsibility for plant operation and shift personnel during assigned duty shifts. Accurate assessments and decisions must be made involving treatment plant processes. Work is reviewed by supervisor through the evaluation of plant performance and upkeep.

ESSENTIAL FUNCTIONS:

1. Supervises assigned plant operations during a duty shift and assists in overall plant management duties for designated periods.
2. Maintains and verifies plant records.
3. Verifies proper operation of various plant processes and instrumentation.
4. Collects samples from plant processes and records data collected in operators' log.
5. Performs mathematical calculations as required. Calibrates continuously recording devices.
6. Inspects routine aspects of plant safety programs.
7. Works in confined spaces or hazardous areas.
8. Lifts medium to heavy objects and climbs ladders and stairs.
9. Assists the Chief Operator in developing training programs, recommends equipment alternation schedules, reviews operation procedures and recommends improvements, if needed.

ADDITIONAL RESPONSIBILITIES:

1. Assists in monitoring lift station telemetry alarm system and dispatches emergency crews as necessary.
2. Inspects sludge application sites for regulations compliance.
3. Responsible to see that all the requirements of the facility's State of Florida and USEPA permits are adhered to in the day to day operation of the WWTP during their assigned shift(s).
4. Responsible to maintain Wastewater Operator certification with regard to a Wastewater Operator's license.
5. Will be trained, assigned and shall be an active participant of the Department's Chlorine Emergency Response Team.
6. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of normal operating principles of wastewater treatment processes and the ability to trouble shoot problems and take corrective action.
2. Knowledge of safety regulations, occupational hazards, precautions, and promotion of safety.
3. Ability to work with computers and various software packages.
4. Ability to assess equipment and process problems and write repair work orders.
5. Ability to assist in planning and presenting training and safety programs.
6. Ability to make call-out decisions and dispatch trouble crews.
7. Ability to communicate with emergency response personnel and with the public during trouble events.
8. Ability to prepare written reports concerning work performed.
9. Ability to understand and follow oral and written instructions.
10. Ability to establish and maintain harmonious and effective relationships with supervisors, co-workers, other City employees and the general public.

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PG: 49
Status: Civil Service
Position Reports to: Manager of Wastewater Treatment
Department: Water Utilities

Class Code: 3092
Date: 09/08

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 40 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to chemical, biological, electrical and mechanical hazards. The employee will be required to work in bright/dim light and adverse weather conditions. Frequent exposure to the general hazards of the industrial working environment and construction sites are also possible. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent, supplemented by Florida Department of Environmental Protection approved training courses in wastewater plant operation.
2. Three (3) years of wastewater plant operations experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must possess and maintain a state of Florida Class "B" wastewater plant operator certification.
4. State of Florida Class "A" wastewater plant operator certificate is required to attain the last pay step within this job classification.
5. Must be willing and able to work various shifts on a rotating basis.
6. Must be willing and able to work overtime as necessary to maintain required plant operations.
7. Required to pass and maintain qualification for:
 - a. Respiratory Protection Physical
 - b. Pulmonary Function
 - c. Q and Q Fit Test(s), which require "no facial hair which interferes with the device seal"
8. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.