

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Wastewater Treatment Plant Shift Supervisor	CLASS. CODE: 0554
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Operations Supervisor	DATE: 7/1/2002

Job Summary:

Ensures that all required operational work is accomplished and the requirements of the plant's discharge permit are met. Supervises operations department employees on assigned shift and coordinates the work of other shifts.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Plans, schedules, organizes, directs, controls and participates in the activities of operations and maintenance workers on assigned shift. Evaluates work performance, determines training needs and recommends and participates in necessary training programs. Interviews applicants and make hiring decisions.
2. Handles personnel issues such as disciplinary actions and step 1 grievances.
3. Coordinates operations activities with those of maintenance, engineering, Biogro and other sections.
4. Determines needed equipment repairs and ensures maintenance requests are submitted or that operations personnel completes the work.
5. Reviews, upgrades and creates as needed, standard operating procedures for the facility.
6. Analyzes process information including physical, biological and chemical and makes necessary changes or provides input on changes in order to meet discharge permit requirements.
7. Ensures adequate supplies and chemicals are on hand and places orders for maintenance and construction materials, tools, parts and other resources if needed.
8. Communicates regularly with crew members on upcoming projects, problems and concerns and with supervisors on project progress, problems and concerns.
9. Enters time and activities information into a computerized maintenance management system. Monitors/analyzes information for trends, problems and discrepancies. Makes or suggests changes in operational routines based on analysis.
10. Coordinating plant flow and process related problems involving mechanical and electrical crews or contractors.
11. Orders all bulk chemicals and other supplies for the plant.

Important Job Functions

1. Writes memos, reports and articles as required.
2. Provides information and input during the budget process.
3. Provides plant tours to local students, residents, contractors and others as necessary.
4. Attends meetings and various training seminars and conferences as required.
5. Performs other duties as required by supervisor.

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MATERIAL AND EQUIPMENT USED:

- Mechanical equipment including pumps, motors, compressors, generators and valves.
- Trucks, loaders, back hoes and tractors.
- Indicator meters for oxygen, gas, chlorine, temperature, etc.
- Desktop computer
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in wastewater technology and environmental science or a related field; and,
Four (4) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Wastewater Treatment Plant Operators Certification Grade 3
- Wastewater Treatment Plant Operators Certification Grade 4 preferred
- Valid Oregon Class C Driver's License

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, equipment, materials and operating practices used in a modern wastewater treatment plant.
- Chemical and physical processes involved in an activated sludge type of wastewater treatment.
- Occupational hazards and safety precautions related to treatment plant operations.
- The principles of leadership.

Ability to:

- Plan, prioritize and supervise the work of subordinates.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Lead crews through dynamic/changing situations, adversity, etc.
- Solve broad based problems.
- Apply technical knowledge inclusive of math, biology, chemistry and electricity.
- Read and interpret detailed construction drawings.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

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Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Work around hazardous machinery.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.