

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	WWTP Operations Supervisor	CLASS. CODE: 0555
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	WWTP Ops and Maintenance Supervisor	DATE: 7/1/2002

Job Summary:

Provides administrative and supervisory work while operating and monitoring a large wastewater treatment facility. Responsible for assisting with the budget, safety and training of all plant operations and meeting OSHA's requirements.

Essential Job Functions

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

1. Develops process control guidelines, including desired plant flow and loading to trickling filter, Unox system operations, disinfection-chlorination parameters and solids handling systems.
2. Prepares monthly Discharge Monitoring Reports and NPDES Waste Discharge Reports, including plant process information, lab test results, and data for completeness and accuracy. Submits completed monthly reports to Department of Environmental Quality and the Environmental Protection Agency.
3. Coordinates with the Lab, Maintenance and Biogro sections to ensure teamwork.
4. Serves as Plant Safety Coordinator elected position by safety committee. Responsible for leading the monthly Safety committee meetings and developing and arranging safety training for the Willow Lake WWTP staff. Orders and schedules bi-weekly safety training videos and arranges certified trainers for safety training to meet OSHA training requirements.
5. Conducts quarterly plant safety inspections with the safety committee, reviews the results of the safety inspections with the safety committee, and recommends solutions or corrections to any problems noted during the inspection.
6. Maintains the training records and documentation required to meet OSHA requirements, and ensures staff receives the required training.
7. Reviews the plant Safety Manual annually and updates the safety requirements to meet OSHA requirements.
8. Implements the goals and expectations of performance for the shift supervisors and assesses the work that needs to be accomplished. Meets with the shift supervisors to form the Operations Supervisory Team to develop strategies to meet the desired goals.
9. Prepares and conducts annual performance appraisals for shift supervisors, and assists shift supervisor in developing work plans for those who need additional training.
10. Completes special projects as directed by Plant Superintendent.
11. Prepares annual operations budget for personnel, materials and services, and capital outlay expenditures, including tracking the usage of process chemicals and costs of the chemicals used to determine volume and budget needs for the following fiscal year.
12. Administers and reviews annual contracts and billing invoices for liquid oxygen, sodium hypochlorite, janitorial services, landscaping, sodium bisulfite and dewatering polymer. Resolves performance issues with contractors.
13. Schedules and arranges staff training on new equipment and processes as they are brought on line at the plant.

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14. Writes a weekly operations summary and disseminates operational process guidelines and status of ongoing projects to the staff.
15. Reviews plant expansion and equipment proposals for errors or incorrect assumptions.

Important Job Functions

1. Attends meetings as required and necessary training to maintain state certification levels and City safety standards.
2. Provides tours of the plant to interested citizens and students.
3. Performs other duties as required by Plant Superintendent.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- SCADA and Distributive Control System (computerized process monitor)
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates degree from an accredited college or university in wastewater technology or related field; and,

Five (5) 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 Systems Operation Certificate Grade IV

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Wastewater treatment plants, including activated sludge treatment, anaerobic digestion and solids handling.
- Standard tests, chemicals, hazards, safety precautions and equipment and materials used.
- Contemporary office practices and procedures and basic office software products.
- Office management and record maintenance procedures.
- General accounting procedures.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.

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- Operate and analyze equipment and malfunctions, including SCADA and Distributive Control System.
- Supervise and manage staff.
- Use various software packages.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Perform accounting computations and procedures.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Grasp and perform repetitive movements such as keyboarding.
- Work in wet surroundings and around hazardous machinery.
- Lift up to 20 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.