

WASTEWATER TREATMENT PLANT SUPERVISOR

Department: Public Works **Classification/Grade:** M-2/T
Division: Sanitation **FLSA Status:** Exempt
Reports to: Public Works Director **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

To lead, oversee and participate in providing services including the repair of wastewater lift stations; maintenance of labor on overland flow and wetlands; maintenance of rapid infiltration systems; maintenance of equipment; maintenance of collection system; operation of solids handling belt press; maintenance of records, preparation of reports and other functions concerning the operation of the Wastewater Treatment Plant as directed by the Public Works Director.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Lead, plan, train, and review the work of staff responsible for providing maintenance and repair services relating to City wastewater collections systems.
3. Supervise and assist in the repair of wastewater lift stations including the rebuilding of pumps and motors, installation of mechanical equipment; and inspection of sewer manholes to ensure proper flow of wastewater.
4. Clean wet wells and clean out impellers of rags and other materials.
5. Clean wastewater mains of debris using a jet rodder or mechanical roding equipment.
6. Install, inspect, repair, test and maintain wastewater mains using hand and power tools as required.
7. Maintain records and prepare reports regarding the operation of the plant; compile and prepare reports for regulatory authorities; operate computer programs; develop and analyze spreadsheets for reports.
8. Inspection of plant facilities and equipment for needed maintenance and repairs; reviews sampling, testing and record keeping in the laboratory; inspects the work of staff while in progress; provides advice and assistance to subordinate employees.
9. Requisition supplies, materials, equipment and chemicals; maintain inventory.
10. Perform full range of plant duties; conduct offsite inspections and sampling.
11. Maintain wastewater operations, including oxidation ditch process, aerated lagoons, wetlands treatment, overland flow treatment and rapid infiltration basins.
12. Inspect and oversee new installation of lines and connections.
13. Inspect and resolve problems with manholes, dikes, and embankments.
14. Perform any tasks necessary to the smooth operation of wastewater treatment.
15. Inspect wastewater laterals.
16. Maintenance of pumps, wells, injectors; water monitoring for chlorine level; sampling at the treatment plant suspended solids ph, Biological Oxygen Demand.
17. Operating, repairing and maintaining wastewater plant equipment such as pumps, motors, meters, valves, electrical control systems and mechanical equipment.
18. Maintenance of effluent levels.

19. Be dependable and meet acceptable attendance requirements at all times.
20. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Answer questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- B. Supervise and assist in the maintenance of labor on overland flow and wetlands.
- C. Supervise and assist in the maintenance of rapid infiltration basins.
- D. Supervise and assist in the maintenance of equipment used by the Sanitation Dept.
- E. Supervise and assist in operation of solids handling belt press
- F. Assist in collection system maintenance.
- G. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential function of this position.

Knowledge of:

- Materials, methods, practices and equipment used in wastewater treatment plant activities.
- Principles of supervision, training and performance evaluation.
- Types and level of maintenance and repair activities generally performed in wastewater reclamation.
- Understanding of water treatment plant operations.

Ability to:

- Lead, organize and supervise the work of assigned staff in the area of work assigned.
- Keep records and prepare clear and concise reports.
- Train and evaluate staff.
- Plan, forecast and justify operations, laboratory and maintenance needs.
- Work irregular hours when emergencies occur.
- Communicate effectively with others; establish and maintain effective work relationships with others.
- Pump and motor maintenance abilities.
- Operate equipment (loader, backhoe, and blade) and sewer cleaning equipment.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Work non-standard hours such as evenings, weekends and holidays.

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence.

Education, Experience & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D.

Experience: Three years of full-time experience in maintenance and construction work including the performance of semi-skilled assignments, or equivalent. Five year's wastewater treatment operations or similar experience.

Training: Classes as required to perform job.

License or Certificate: Minimum Grade I Nevada WWTP operators' license; must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "B" driver's license with N endorsement as a minimum. (Employee will be subject to random and other alcohol and drug testing.)

WORKING CONDITIONS:

Work is performed under the following conditions:

Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive loud noise, vibration, dust and traffic.

Physical Requirements:

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions; constant walking, kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Must be able to work weekends, holidays, and evenings. Subject to 24 hour call back for emergency conditions.

Job Hazard/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, exposure to bio-hazards such as live sewer systems, sewer lift stations, storm drain systems, human debris, drug paraphernalia, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved:

September 2002