



WASTEWATER OPERATIONS SUPERVISOR

Department: Planning and Public Works

Job Class # 568500

Pay Range: Professional 08

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is first line supervisory work for the Pierce County Planning and Public Works Department. An employee in this class is responsible for supervising and leading employees in the efficient and safe operation, repair, and maintenance of the County's wastewater treatment plant and related facilities.

SERIES CONCEPT: This classification is the first level supervisory position. The Wastewater Operations Supervisor reports to the Chief Plant Operator.

ESSENTIAL FUNCTIONS:

- Supervise the work of one or more operators, maintenance workers or other subordinate staff as assigned in the operation of the wastewater treatment plant and its related facilities and equipment.
- Schedule and prioritize work load at the treatment facilities. Determine appropriate methods, materials, and equipment required to perform necessary operation, maintenance and repair work.
- Supervise and coordinate activities of designated personnel; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Conduct performance evaluations and develop performance measures and standards.
- Provide direction, assistance, and guidance; train and instruct staff; and conduct performance evaluations including goal setting and employee plans of action.
- Submit requisitions for supplies, materials and equipment essential to maintain the safe and efficient operation of the wastewater treatment plant and related facilities.
- Read and interpret engineering plans, drawings, and equipment manuals.
- Review the daily log and laboratory report worksheets, process records and prepare reports on a routine basis.
- Conduct routine field checks to ensure job duties and assignments are being performed in a safe and efficient manner.
- Identify problem areas of wastewater treatment facilities and provide comprehensive and effective solutions.
- Plan and direct the placement of safety barriers, traffic cones, and signs to protect plant personnel and others on the plant site when venting any of the anaerobic digesters.
- Coordinate work with other departments and with other utilities.
- Lift, carry, or deliver parts, materials, or equipment weighing more than 50 lbs.
- Respond to citizen questions, concerns, or complaints.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

WASTEWATER OPERATIONS SUPERVISOR

Classification Description – Pierce County

Page 2

ESSENTIAL FUNCTIONS (Continued):

- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Respond to emergencies on a 24-hour basis and work varied shifts and hours.

OTHER JOB FUNCTIONS:

- Perform other job functions and duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general supervision of the Wastewater Treatment Plant Chief Plant Operator. The Wastewater Operations Supervisor is a first-line supervisor over the wastewater treatment plant operators and maintenance workers or other subordinate staff as assigned.

WORK ENVIRONMENT: Incumbents may perform assigned work in a variety of inside and outside climates and conditions, with exposure to weather. Work may include potentially hazardous conditions, such as slippery floors, working from heights or depths of up to 30 feet, in confined spaces, or on difficult terrain, and may include exposure to chemicals, gases and fumes.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are hand and finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Must have the capability to enter and exit confined spaces with a diameter of twenty-four (24) inches. Walking, sitting, bending/stooping, climbing and descending ladders, pushing/pulling and unassisted lifting, up to 50 lbs, associated with the job duties is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and procedures used in the operation and maintenance of a major wastewater treatment plant and related facilities.
- Chemical and physical processes involved in the activated sludge process.
- Significant occupational hazards involving toxic chemicals, gases, and large machinery and safety precautions applicable to the chemical and physical treatment processes.
- E.P.A., state and federal regulations as they affect the operation of the wastewater facility.

Skill in:

- The use of systems software, spreadsheet software and computers at the proficient level.
- Use and operation of a wide variety of hand and power tools and equipment.

WASTEWATER OPERATIONS SUPERVISOR

Classification Description – Pierce County

Page 3

KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Coordinate and supervise the work of subordinates engaged in waste-wastewater treatment and related maintenance support activities.
- Formulate, communicate, and manage budgets for power, water, chemicals, materials and maintenance parts.
- Read working blueprints or drawings, specifications and details necessary to coordinate on modifications or expansion of the treatment process to include new sludge handling techniques and equipment.
- Write reports that are clear and concise, interpret treatment chemical process data and prepare analysis as required for higher authority.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions of the position.
- Meet the travel requirements of the position.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Maintain regular, predictable and punctual attendance.

MINIMUM REQUIREMENTS TO APPLY: High school graduation and a minimum of two (2) years of continuing education at a trade school or community college in wastewater treatment processes. At least four (4) years of work experience with demonstrated progressive knowledge. At least 2 years experience in a lead Operator position.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license is required when travel is required of the position. Must possess or be able to obtain a valid Group III Operator's Certification as required by the State of Washington within the first six (6) months of employment. A Group IV Operator's Certification is desired. Must possess or be able to obtain First Aid, CPR, & AED certification within first six (6) months of employment. Satisfactory physical condition, as evidenced by a county approved physical examination, may be required prior to appointment to the position.