

JOB TITLE: WASTEWATER TREATMENT PLANT SUPERVISOR

ACCOUNTABILITY: Under the direction of the City Administrator and in compliance with City Codes.

JOB SUMMARY: Performs technical and supervisory work as head operator; participate in the operation and maintenance of the sewage treatment plant; performs all laboratory testing; also may perform work in collection systems operations and maintenance; assisting in planning, coordinating, and reviewing work of semiskilled and skilled operating personnel; responsible for carrying out plant safety program.

GENERAL DUTIES & RESPONSIBILITIES: Participates in the construction, inspection, repair, and operation of wastewater collection and treatment systems for the city. Operates various departmental equipment, machinery, vehicles, and basic hand power and electric tools in the performance of duties and according to established guidelines. Participates in monitoring and maintaining the sewer lift stations. Coordinates activities with city and state engineers on wastewater related problems and expansions; works with the Nebraska Health and Human Services and state department of Environmental Quality field representatives and engineers as needed. Takes proper samples and performs lab tests pertaining to the city's wastewater system. Collects, analyzes, and reports all necessary wastewater tests, including, daily, weekly, and monthly readings, and monitors sludge utilization according to EPA 503 regulations. Updates, reads, and interprets city maps of wastewater system. Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use. Prepares various reports and records pertaining to the duties performed. Receives citizen complaints and handles the situation and/or refers to the administrator for resolution. Performs other duties as may be assigned by City Administrator.

SKILLS & ABILITY: Knowledge of the materials, procedures, methods, and practices utilized in maintaining wastewater collection. Knowledge of and ability to apply federal, state and local laws pertaining to wastewater collection, treatment, and EPA 503 sludge regulations. Knowledge of and ability to apply emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety procedures. Knowledge of various chemicals and the ability to apply the methods and techniques used in their application. Knowledge and ability to operate vehicles, machinery, equipment and tools pertaining to duties permitted. Knowledge of the geography of the city's wastewater system. Knowledge of city responsibilities and the ability to use independent judgement in the performance of duties. Ability to accurately read and interpret technical sketches, blueprints, instructional manuals, and laboratory analysis results. Ability to analyze working conditions of equipment and to detect flaws or defects in operation. Ability to read and interpret measuring and testing devices connected to plant operations. Ability to react quickly and calmly in emergencies. Ability to assign, direct, and supervise the work of subordinates. Ability to accurately prepare and maintain various records, reports, and other department documents. Ability to deal with the public in a courteous manner. Ability to perform job duties efficiently while managing frequent interruptions.

PHYSICAL DEMANDS & TYPICAL WORKING CONDITIONS: Work is generally done outdoors and requires a considerable amount of physical activity, including, walking, standing, kneeling, bending, crouching, reaching, stooping, and climbing. Must have the ability to transport themselves to and from various locations throughout the wastewater system. Duties require the ability to tolerate an indoor and outdoor work environment, which includes contact with dirt, dust, chemicals, cleaning solvents, and disease-causing bacteria, noise and inclement weather conditions. Must have the ability to lift up to 50 lbs. on a regular basis. Must have the ability to operate hand and power tools and equipment utilized in the upkeep, repair, and maintenance task.

TRAINING & EXPERIENCE: Graduation from high school or GED equivalent. Must have two years experience in the field of wastewater treatment, including laboratory analysis, or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS: Must possess a State of Nebraska Wastewater Operators certification Class II or equivalent within six months of employment. Must maintain all licenses as required. Possession of a valid Class B Commercial Driver License.