



LITTLE BLUE VALLEY SEWER DISTRICT POSITION DESCRIPTION

JOB TITLE: Wastewater Treatment Supervisor

PREPARED BY: K. Best

DEPARTMENT: Wastewater Treatment Services

APPROVED BY: Jeff Shook

REPORTS TO: Operations Mgr. & Asst. Operations Mgr.

EFFECTIVE: December 2020

FLSA STATUS: Non-exempt

BARGAINING UNIT: No Yes

SUMMARY

This position is in responsible charge of the assigned shift at the wastewater treatment facilities, including its personnel, processes, operations, controls and functions. The Supervisor reports to the Operations Manager (or their designee) providing accurate and timely information relating to staffing, operations, equipment, process control, performance and other issues.

SUPERVISORY RESPONSIBILITIES

The Supervisor gives instructions to the shift's Wastewater Treatment Technicians and Incinerator Operators and is responsible for the work and actions of said staff. The Supervisor is required to: provide accurate reports to the Operations Manager regarding accomplishments, challenges and issues encountered; report rules infractions; assign work to staff; monitor operations for efficiency, inspect and issue housekeeping instructions for each work area; directly oversee technicians on assigned shift, provide reports on accidents, protect confidential/personal information, make proper process control/equipment adjustments, meet regulatory performance standards (to extent within Supervisor's control); and other activities incidental thereto. Position is not a solely supervisory position; it is a working position which will require the Supervisor to concurrently fulfill the duties of a Wastewater Treatment Technician or Wastewater Incinerator Operator; and when necessary provide coverage for absent personnel. The Supervisor's working duties will be governed by such factors as staffing levels, processes in operation, flow/loading, and other actual conditions.

While the Supervisor does not have managerial authorities (hiring, firing and budgetary controls); the position is obligated to provide timely reports and supplemental documentation regarding: misconduct by others (rules infractions, policy violations, misconduct, etc.); insubordination, unproductive work; improper work; unsafe acts; wasteful actions, and other activities requiring managerial interventions. Position carries out supervisory responsibilities in accordance with the District's policies and procedures, the Memorandum of Understanding, and applicable laws. Supervisor shall be required to provide Technicians and Incinerator Operators with orientation, training, mentoring, cross-training and ongoing information on processes, systems, equipment, controls, operating parameters and other attributes of the wastewater treatment facilities. In addition, the Supervisor shall be responsible for communicating to Technicians and Incinerator Operators regarding various organizational, procedural and general information as directed by the Manager.

Supervisor shall receive and process all timely requests for time off, refer untimely requests to the Manager, assist with filling staffing voids for all shifts, provide coverage for absent staff and assign work to available staff to ensure proper operation of the facilities.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

I. Plant Operational Activities 70% of Time

- A. Provides a smooth and seamless transition between the shifts, by either providing or receiving a status report on the Wastewater Treatment Facilities. The status report shall identify current operational conditions, unusual situations, alerts/cautions, staffing concerns, equipment issues, and forward-looking operational strategy. The pass down of the status report between Supervisors ensures a high level of continuity between shifts with a complete and current, awareness of current operating conditions. Supervisors are responsible for then sharing appropriate information with their staff. Notwithstanding the status report, the Supervisor shall be solely responsible for independently reviewing process control system data, observing facilities, analyzing data, directing staff, and making proper operational decisions.
- B. Prepares a complete log of events, activities and issues that arise during the assigned shift. Incoming Supervisor shall review the previous shift's log entries, evaluate trends, monitor external factors (weather), and provide continuity of operations.
- C. Prepares a shift status report, review content for accuracy, submit on a timely basis and issue exception reports directly to the Manager. Any accidents, significant equipment breakdowns, personnel issues, serious misconduct or other significant conditions will be separately reported in writing to the Manager as an exception report.
- D. Identifies work required to properly sustain wastewater treatment facilities operations and assigns duties to the various Technicians. Assignments shall be made to provide staff with a full understanding of facility operations and to ensure cross-training. Work assignments shall be distributed fairly, evenly and without bias to staff to achieve efficient and effective use of staff, equipment, resources, supplies and safety. Supervisor shall direct others in a respectful, considerate and professional manner; and provide constructive guidance when required.
- E. Monitors actions and work by staff for proper execution, adherence to policies/procedures, conformity with standard practices and safety. Supervisor to promptly intervene when acts, actions or conduct by staff are not acceptable, and any constructive correction shall be reported in writing to Manager. When disciplinary situations arise, Supervisor shall provide a written factual statement to Manager to initiate disciplinary measures.
- F. Recognizes or responds to equipment breakdowns, high flows, low flows, loss of power, or other abnormal operating conditions, responding in a professional, ingenious and resourceful manner. Strategies, interventions, operating changes and non-standard measures shall be recorded, shared with Technicians on duty and updated as situations warrant.

- G. Understands normal operating status of facilities and equipment; maintaining awareness of their status during assigned shift. Personal inspections of major systems/equipment shall be made not less than twice each shift (near start and conclusion) and any abnormalities shall prompt additional investigations (odors, leaks, noises, vibrations, alarms, etc.). Maintains a high level of awareness regarding system and personnel performances. Promptly solves all discovered problems, confirms safe work conditions, enforces efficient resource use, takes preventive actions when possible and maintains compliant performance of the facilities.
- H. Near the start of every shift, the Supervisor shall conduct a complete inspection of the major process buildings and facilities, noting the need for cleaning, washing, housekeeping, maintenance work orders, equipment tagged out of service, and other visible features. Inspection shall include assessment of offsite conditions near the facility, especially odors. Staff shall be given specific instruction regarding the needs of their assigned work area, and near the conclusion of the shift the Supervisor shall confirm that the assigned tasks are completed. All facilities shall be kept clean, free from clutter, tripping hazards removed, process areas/equipment washed down and systems kept in good order.

II. Safety Activities 10% of Time

- A. Assures that staff possesses and utilizes all the proper and required personal protective equipment.
- B. Provides training and guidance to staff on safety issues, recent accidents, near misses and special precautions as situations present themselves.
- C. Supports the Safety Committee, enforces safe work practices, responds on timely and appropriate basis to reported safety hazards and communicates current safety topics to Technicians (i.e. safe work practices in summer heat, SDS data location, etc.)

III. Supervisory Activities 10% of Time

- A. Assumes responsible charge of District's Wastewater Treatment Facilities during assigned shift, including giving instruction and directives to Technicians and Incinerator Operators, making operational decisions, responding to changing conditions, and documenting any issues of concern.
- B. Directs, assigns and monitors work of staff, providing them with orientation, corrective instructions, training, mentoring, constructive criticism and formal direction. Reviews work by others for conformity with procedures, best practices, thoroughness, accuracy and competency. Formally communicates individual performance issues to Manager, for recognition or discipline, as warranted. Provides feedback on individual performances including evaluation of new employees during their introductory periods.
- C. Exhibits strong work ethic, positive attitude, high competency, professionalism, technical expertise, and team-building skills; serving as a role model for staff. Able to receive confidential and personal information on other personnel, communicate private matters between Manager and staff, and keep such information as confidential.

- D. Promptly, accurately and appropriately reports any serious misconduct, accidents, insubordination, near misses, injuries, operational errors, and other significant incidents to Manager; and depending upon the seriousness of such matters the reports shall be in writing. Cooperates with and supports any fact-finding investigations by providing honest, accurate and thorough descriptions of the circumstances.
- E. Exhibits sound verbal communication skills, able to prepare clear, concise and coherent written reports, proficient with Microsoft Office Software (Word, Excel and Outlook) with experience of other software being required over time (HACHWIMS, Process Control System-PCS and other District software platforms).
- F. Possesses superior knowledge of wastewater treatment facilities, wastewater treatment processes, process control, equipment functions, normal equipment operating ranges, emergency operating procedures, and the cause/effect relationships between the various treatment components.

IV. Miscellaneous Activities

10% of Time

- A. Attends committee meetings and participates fully.
- B. Serves as a role model for staff by demonstrating a positive work attitude, competency, congeniality, communication, mentoring, support, coaching, dependability and productivity.
- C. Learns, maintains current knowledge of and applies process control and operating procedures for the wastewater facilities
- D. Monitors all District facilities for alarms, malfunctions, and operating status taking appropriate responses to observed situations.
- E. Serves as District’s point of contact for any emergencies, incoming calls, coordinated actions, and special situations.

REQUIRED TO:

Hold and maintain a valid driver’s license and a driving record satisfactory to the District’s insurance company.

Pass the required physical examination and drug screening as a condition of employment. Once employed, pass random/reasonable suspicion/post-accident alcohol and drug testing as a condition of employment.

Enroll in MARC Supervisor Certificate Program after successful completion of 6-month introductory period; completion of MARC Supervisor Certificate Program within two (2) years of start of program as a condition of employment.

Acquire a Missouri Class “A” Wastewater Operator Certification within 2-years of hire date. Once acquired, must possess and maintain Missouri Class “A” Wastewater Operator Certification as a condition of employment.

Acquire Sewage Sludge Incinerator Operator Certification within 12 months and maintain as a condition of employment.

EDUCATION &/OR EXPERIENCE

- Completed high school or equivalent.
- Two or more years experience, including supervisory experience in related field; or equivalent combination of education and experience.
- Experience with office and communications equipment and software.

KNOWLEDGE AND SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to read and write routine reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively, cordially and professionally, with employees of organization.
- Ability to supervise, plan, assign work, monitor performance, make decisions, and otherwise provide for the proper operation of the wastewater facilities during assigned shift.
- Knowledge of wastewater chemistry, treatment process control, reconfiguration of plant for high flows/high river stages, NPDES permitting, microbiology, math hydraulics, sampling procedures, chemical handling, and process computer system.
- Knowledge of emergency procedures for high water and power outages, activated sludge process, sludge dewatering, heat treatment and incineration.
- Knowledge of proper and efficient operation of the pumps, blowers, compressors, heat exchangers, water softeners, boilers, belt presses, centrifuges, sludge thickening, odor control, sewage sludge incinerators, ultraviolet disinfection systems, solids analyzer, meters, samplers and safety equipment

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.

- Average accessibility of all work sites required for the position.
- Above Average exposure to weather and temperature extremes.
- Above Average exposure to odors, chemicals and fumes.
- Average exposure to heights.
- Average exposure to work safety hazards.
- Average amount of overtime/extended work hours required

PHYSICAL EFFORT

The physical demands described here are representative of those that employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, the employee:

- is regularly required to talk or hear
- is frequently required to sit and use hands to finger, handle, or feel
- is regularly required to stand, walk and reach with hands and arms
- must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

NOTE:

Conducts all functions and activities with attention to safety for self and others.

This job description in no way states or implies that these are the only duties performed by the employee occupying the position.

Employees will be required to follow any other job-related instructions and to perform any job-related duties assigned by superiors; subject to reasonable accommodations.