

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Wastewater Facilities
Classified, GRADE 13
FLSA exempt position

WWF OPERATIONS SUPERVISOR

GENERAL STATEMENT OF DUTIES: Performs work overseeing the overall process controls and mechanical operation and maintenance of the wastewater treatment facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for scheduling, monitoring and complementing the work of WWF Plant Operators and Biosolids staff. The work involves completing the requisite paper work and supervising plant personnel. Supervision is received from the Superintendent, Assistant Director, or the Director in the form of general guidelines.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative only)

Inspect facilities to insure proper operations and compliance with federal and State regulations;
Collect, compile and evaluate laboratory and operations data;
Prepare monthly reports for required State agencies and weekly reports as required;
Conduct annual employee performance evaluations;
Approve purchase requisitions;
Assist in budget preparation process for operations section;
Request and oversee maintenance work on all machinery;
Assign and check the work of WWF Plant Operators and Biosolids staff;

Direct regular operations and safety training for staff;
Ensure that enough supplies and materials are on hand to conduct operations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the principles, practices and methods of wastewater treatment; comprehensive knowledge of safety regulations and procedures; ability to train others in plant operations; ability to supervise the work of others; mature judgment; ability to establish and maintain effective working relationship with coworkers and supervisors; good knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D. with a working knowledge of wastewater biology, electronics, chemistry, machinery, basic math, and geometry; and at least five years of acceptable operations experience in a wastewater treatment plant and safety regulations and procedures; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid Class IV Wastewater Facilities Operator license issued by the State of Delaware. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

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