

Title: Wastewater Operations Supervisor
Department: Public Works
Division/Office: Wastewater Facilities Division



Grade 2123; FLSA Exempt position; Category: Classified; Job Code: OPSU; Rev.:07/01/2021

General Description

The purpose of this position is to perform high-level work in the process controls and mechanical operation and maintenance of the wastewater treatment facilities.

This position works under general supervision of the Plant Superintendent and Assistant Director, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions. gives advice and direction as needed.
- Inspects facilities to insure proper operations and compliance with federal and State regulations.
- Collects, compiles and evaluates laboratory and operations data.
- Prepares monthly reports for required State agencies and weekly reports as required.
- Approves purchase requisitions.
- Assists in budget preparation process for operations section.
- Requests and supervises maintenance work on all machinery.
- Directs regular operations and safety training for staff.
- Ensures that enough supplies and materials are on hand to conduct operations.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent with a working knowledge of wastewater biology, electronics, and chemistry supplemented by five (5) years of operations experience in a wastewater treatment plant or any combination of experience and training.

Additional Requirements:

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.

Americans with Disabilities Act 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

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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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- May be required to pass standardized examination to determine basic and supervisory knowledge, skills & abilities.
- Possession and retention of a valid Level IV Wastewater Operator license issued by the State of Delaware.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement