

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: WASTEWATER OPERATIONS SUPERVISOR **JOB CODE: 2425**
DEPARTMENT: GENERAL SERVICES **DATE: 2/08**
REPORTS TO: WASTEWATER TREATMENT PLANT SUPERINTENDENT

JOB SUMMARY:

Performs responsible technical and supervisory work involving the operation, maintenance and process control of the wastewater treatment facilities and pump stations.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training in job skills, addressing complaints, resolving problems, conducting performance appraisals, ensuring efficient utilization of resources, and planning, assigning and directing work activities.

Evaluates and recommends improvements to processes, equipment, and procedures.

Coordinates maintenance work activities with the Wastewater Maintenance Supervisor, including notification and prioritization of staffing requirements and follow up; develops long- and short-range goals.

Assists with decisions regarding process control.

Prepares reports and memos as necessary.

Responsible for overseeing, maintaining, and recording accurate data pertaining to plant(s) operations, including but not limited to process wastewater and sludge flows, plant and unit process loadings, chemical usage, process temperature and dissolved oxygen levels, and septage volumes received.

Makes decisions regarding emergency call-ins after regular work hours; addresses phone calls from operations staff during crisis situations.

Prepares schedules for shift assignments, dewatering, biosolids transport, weekly duties, monthly work schedules, and preventative maintenance duties.

Receives deliveries of chemicals, wastewater sludges, industrial wastewaters, septage, and leachates; ensures compliance with all established procedures and permits; records necessary data concerning all deliveries; ensures that all delivery records are filed appropriately.

Performs lead worker responsibility in volumetric calibration tests on chemical and sludge pumping equipment and process flow meters.

Collects samples from treatment processes and performs required analytical tests, including but not limited to total suspended solids, pH, chlorine residual, ORP, ammonia, nitrite, nitrate, E. coli, and biochemical oxygen demand.

Maintains records of chemical inventories and places orders when necessary to maintain uninterrupted process integrity.

Attends meetings with city staff or outside consultants to assist in the review and development of project proposals, discuss department or division goals and objectives, and provide input regarding development of the annual division operating budget; participates in the planning process.

Operates odor and dust control systems and sludge thickening, dewatering, and stabilization equipment; monitors all appurtenant equipment and maintains all required logs.

Performs inspections of equipment, tanks, and processes to ensure proper and safe operation; checks for proper equipment lubrication; records pressure gauge readings, flow rates, tank levels, sludge blanket depths, and chlorine residual concentrations; adjusts equipment operation as necessary to meet established operational objectives; removes faulty equipment from service and places standby equipment in duty.

Performs laboratory tests and documentation as necessary.

Maintains inventory of janitorial supplies; oversees the cleaning of facilities.

Overtime is required.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Sludge Dewatering Equipment
Pumps
Laboratory Apparatus
Photocopier

Sludge Thickening Equipment
Blowers
Motor Vehicles
Telephone

Meters
Computer
Hand Tools

MINIMUM QUALIFICATIONSREQUIRED:

Education and Experience:

High School diploma or GED; and an Associate's Degree in Environmental Science or a related field; and four years of progressively responsible experience in a wastewater treatment plant with at least 2 years in a supervisory capacity; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications: Current Grade III or Grade III OIT State of New Hampshire Water Pollution Control Facility Operator's License; Valid New Hampshire Driver's License; May be required to be respirator qualified

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, techniques, processes, equipment, and machinery utilized in the operation of a wastewater treatment plant.

Principles of supervision, training, and performance evaluation.

Applicable state, federal, and local laws, rules, and regulations.

Record keeping, report preparation, filing methods, and records management techniques.

Computer applications related to the work.

Basic budgetary principles.

Skill in:

Organizing work and setting priorities.

Analytical practices.

Communicating clearly and effectively, orally and in writing.

Preparation of clear and concise reports, memos, and other correspondence.

Operation and maintenance of wastewater treatment equipment.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, and operation and maintenance instruction and procedure manuals.

Provide direct supervision of assigned work unit.

Follow written and oral instructions.

Perform routine and strenuous work.

Instruct others in techniques and methods utilized in the wastewater treatment system.

Define problems, collect information, establish facts, and draw valid conclusions.

Read and understand engineering plans and specifications.

Establish and maintain effective working relationships with other departments, employees, and the general public.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and at a wastewater treatment plant and related facilities.

The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals.

Work is performed outdoors, occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves.

Work exposes employees to risk of electrical shock, potential explosive environments, confined space entry exposure, and working in high situations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.