



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

WPC Plant Operations Supervisor

Department: Water Pollution Control

Reports to: WPC Superintendent

Pay Grade: H14

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The WPC Plant Operations Supervisor oversees the operation of the Water Pollution Control Plant, supervising operations, maintenance, and employees to ensure the effluent meets federal, state, and other applicable discharge and environmental permit standards. The job requires a Class IV Wastewater Treatment License. This position is included on the City's EPA Permit and is the responsible party in charge when the Superintendent is unavailable.

The job requires knowledge of the operation of sewage treatment equipment, the collection and laboratory testing of effluent samples to ensure plant compliance, and documentation and reporting of compliance. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and sewage treatment plant that may include exposure to hazardous chemicals, sewage treatment equipment, noisy and/or loud equipment, working in adverse weather conditions and hazards involving the use of power tools and equipment which subjects the employee to mechanical and electrical hazards. The job requires operating department vehicles

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supervises Water Pollution Control treatment plant operations and staff to ensure the effluent meets federal, state, and other applicable discharge and environmental permit standards.

Hires, trains, schedules, assigns duties, evaluates, and disciplines Operations employees.

Maintains operations, sampling, and testing documents, records, and logs. Prepares and submits reports as required to demonstrate compliance with federal, state, and other agency effluent standards.

Coordinates plant operations with maintenance, collections and laboratory employees.

Consults with engineering firms to update plant facilities, equipment, and operations to meet new and more stringent federal, state, and other standards.

Maintains inventory of plant supplies, including ordering.

Supervises field application of biosolids.

Provides public education by conducting plant tours and at community events.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of operation of sewage treatment equipment and related systems to meet federal, state, and other applicable discharge and environmental standards;
- Methods, techniques, and objectives of collecting and preparing effluent samples for laboratory testing;
- Methods, techniques, and objectives of equipment operation and calibration;
- Data collection and recording methods, techniques and objectives, including disciplinary actions.
- Employee supervision, training, and evaluation methods, techniques, and objectives;
- Equipment maintenance methods and techniques;
- Basic building trades including plumbing, carpentry, painting, and related skills;
- State, local, and other applicable building, safety, and health codes and regulations;
- Federal regulations and City policies regarding safe work practices relating to use of equipment and power tools;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Supervise the operation of a sewage treatment plant, equipment, and systems to meet federal, state, and other applicable discharge and environmental standards;
- Maintain, monitor, and calibrate sewage treatment equipment and systems;
- Collect and prepare effluent samples for laboratory testing;
- Collect and record treatment data;
- Adjust treatment equipment and systems to ensure compliance with effluent standards;
- Supervise, train, evaluate, and discipline employees;
- Maintain records, documents, and logs and prepare periodic reports demonstrating the plant's compliance with federal, state, and other applicable effluent standards and requirements;
- Prepare plans for plant and process updates and modifications to meet new and more stringent federal and state effluent standards;
- Operate hand tools;
- Operate a motor vehicle;
- Operate a personal computer including applications and programs specific to plant operation, including the EPA reporting system;
- Read and interpret technical manuals, blueprints, and diagrams;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Four years post high school education in relevant field is preferred;
- Class IV Wastewater Treatment License required*;
- Four years' experience in a Class III or higher plant is required;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in confined spaces. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The WPC Plant Operations Supervisor position requires a Class IV Wastewater Treatment License within eighteen (18) months of hire. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.