

Essential Personnel

DEPARTMENT: Operations	SUPERVISED BY: Wastewater Operations Manager	FLSA STATUS: Exempt
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JOB SUMMARY:

The operation and maintenance of the Clark Regional Wastewater District (District) operated wastewater treatment plant(s) assures plant processes comply with local, state, and federal permits and protect the health and safety of District personnel, the public, and the environment. The Operations Supervisor is responsible for performing supervisory work over the operational activities in an advanced wastewater treatment plant. Under the general direction of the Wastewater Operations Manager, responsibilities are performed with a high degree of independence, judgment, and discretion based on overall program objectives. The position provides department-wide supervision, planning, and direction in support of personnel operating and maintaining the wastewater treatment plant(s) and regional pump stations.

DISTINGUISHING FEATURES:

This is an exempt-level, supervisory position and not part of a series. The Operations Supervisor plans, assigns, coordinates, and reviews the workload of the Operators. An employee in this exempt-level position works with a significant degree of independence and receives general supervision from the Wastewater Operations Manager.

MINIMUM QUALIFICATIONS:

Certifications and Licenses:

- Washington State Group III Wastewater Treatment Plant Operator's Certificate (Group IV preferred) or ability to obtain certification via state reciprocity within 6 months of the date of hire.
- Valid state-issued driver's license with a good driving record.

Knowledge of:

- Federal, state, and local environmental regulations applicable to water quality standards associated with the effective operation and maintenance of an activated sludge wastewater treatment facility.
- Machinery, equipment, materials, and operating procedures of a modern wastewater treatment plant.
- Standard processes and chemicals used in testing and treating wastewater.
- Occupational hazards and safety precautions applicable to the work.
- Practices and process control methods commonly used in wastewater treatment facilities.
- Asset Management Programs.
- Supervisory and management principles and practices.
- Team-based development and work methods.

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Ability to:

- Plan, organize, direct, review, and supervise the work of staff involved in wastewater treatment operations.
- Pass all required safety training classes and apply those procedures to the work environment.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use a computer to utilize software including, but not limited to, SCADA, CMMS, and MS Office suite to enter data, review data, and generate reports.
- Effectively communicate, clearly and concisely, with the public, co-workers, supervisors, and subordinates, both orally and in writing.
- Maintain a professional and respectful working environment.
- Establish and maintain effective working relationships with those contacted in the course of work, including County and other government officials, community groups, and the public.
- Supervise, train, and motivate staff and use fair and consistent application of company standards and policies.
- Read and interpret engineered plans and specifications.
- Calculate algebraic equations for process control and related performance measures
- Monitor treatment plant processes and apply good judgment and practical knowledge and perform advanced analysis and troubleshooting to resolve unusual or irregular problems.
- Monitor and be aware of the working environment to ensure a secure and safe process for workers and the public.

EDUCATION & EXPERIENCE:

Any combination of education, training, and experience that provides the requisite knowledge, skill, and abilities to successfully perform the duties and fulfill the responsibilities of the position. A typical way to achieve that would be:

- High school diploma or equivalent; and
- Two years of college coursework (90 credits or CEUs) in wastewater technology, chemical engineering, civil engineering, environmental engineering, biology, chemistry, microbiology, or related fields.
- Seven (7) years of experience operating a wastewater treatment plant or directly transferable equivalent experience.
- Two years of increasingly responsible supervisory or lead worker experience.

WORKING CONDITIONS:

- May be subject to frequent standing, walking, sitting, climbing, balancing, stooping, kneeling, twisting, climbing stairs or ladders, or working in confined spaces.
- Work occurs indoors and outdoors in all weather conditions.
- Requires physical capability and mobility to navigate all types of surfaces and terrain.
- Occasionally lift up to 50 pounds.
- May operate heavy equipment.

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- Potential exposure to high voltage electrical equipment, raw sewage, and/or odors or other hazardous atmospheres.
- May be assigned to work alone or with others.
- Work may be performed from ladders or scaffolding.
- Wearing and/or using personal protective equipment (PPE) will be required to perform or monitor certain tasks.
- Required to work after regular business hours and in emergency or inclement weather conditions.

TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify, or remove duties as appropriate to meet business needs.

Supervision. Directly supervises Operators, including prioritizing, assigning, coordinating, monitoring, and evaluating work. The Operations Supervisor consults with operations personnel to ensure productivity, resolve procedural and/or personnel problems, and assure maximum service levels and best utilization of resources. Recommends and directs the implementation of goals and objectives, new procedures, workflow changes, and policies and procedures. May provide policy interpretation to staff as needed.

Assists in determining training needs, recommends training programs and solutions, and provides or oversees new employee and staff training on new procedures and operations. Approves work and vacation schedules and authorizes overtime to ensure staffing levels and continuous and effective operations. Prepares work plans, coaches and counsels employees, evaluates staff performance, maintains confidentiality with employee relation issues, and works to resolve performance problems, including initiation of disciplinary actions as appropriate. Serves as the hiring manager for assigned positions and supports the hiring for other closely related positions as assigned.

Operations. Ensures continued high quality of effluent and biosolids and maintains compliance with all permits. Monitors, documents, and controls treatment processes and operation of facilities, and works in collaboration with Wastewater Operations Manager, Operators, and control systems staff to troubleshoot and make science-based process adjustments. Examines, evaluates, and interprets daily test results and trends, and consults with the Regulatory Compliance Manager to discuss process control options

Administration. Typical tasks: Maintains a variety of accurate records and logs of activities regarding operations work; develops detailed work plans for meeting compliance requirements across multiple environmental permits, including discharge limits and reporting. Develops plans for process improvements. Develops or assists in the development of an operating budget for work area and utilizes budget parameters to ensure effective and efficient use of allocated funds. Contributes to overall operations program planning. Assists in making resource decisions based on needs analysis. Develops or assists in developing standard operating procedures with operations staff and Wastewater Operations Manager as needed. Reviews staff reports and paperwork for completeness

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and accuracy. Coordinates work activities between operations and maintenance to ensure productivity and resolves procedural and/or personnel issues.

Training. Typical tasks: Ensures implementation of safety programs, field training, and individual coaching for employees on a regular basis. With the Wastewater Operations Manager, develops plans for routine and preventative maintenance and operations activities and communicates standards and assignments to staff. Monitors and evaluates effectiveness of training efforts for staff. Recommends changes and/or new training initiatives as appropriate.

Other. Typical tasks: May respond to after-hour calls using established guidelines, protocol, and good judgment regarding deployment of additional personnel and information sharing to best address urgent or emergency work situations. Performs other duties as directed and assigned. Represents and promotes a positive image of the District.

RELATIONSHIP WITH OTHERS:

The Operations Supervisor has regular contact with operations staff, the Wastewater Operations Manager, maintenance personnel, and other District personnel. The position interacts with the public, vendors, and contractors, primarily by phone or in-person in the field, responding to requests for information, customer complaints, ordering of supplies, and other tasks. The Operations Supervisor interprets District policies and procedures, personnel policies and procedures, and supervisor directives for department staff. They may also regularly contact other staff within the District to discuss issues and seek assistance in resolving personnel or administrative problems.

SUPERVISION:

Exercised: Plans, assigns, directs, reviews, and evaluates work assigned to Operators. Adjusts work assignments and schedules to maintain adequate staffing levels and responds to fluctuating workloads, evaluates employee performance, assesses training needs, disciplines and rewards employees, and all other similar supervisory responsibilities.

Received: The Operations Supervisor works independently and under the general guidance and supervision of the Wastewater Operations Manager. The Wastewater Operations Manager makes assignments by defining program objectives, priorities, and deadlines and assists the Operations Supervisor with unusual situations or problems without clear precedents. The employee in this position plans and carries out the work independently and is expected to resolve problems in accordance with instructions, policies, and accepted practice.

SPECIAL REQUIREMENTS:

- This position is designated as Essential Personnel and is required to report to work during emergency conditions and inclement weather events.
- Reside within 45 minutes reporting time to the District office or assigned reporting location within one year of the date of hire.
- Required to work after normal working hours intermittently or on an emergency basis.
- Required to work the normal working hours as defined for the position and facility assigned.

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- Maintain appropriate physical fitness to perform essential job functions.
- Final offer of employment is contingent upon successful completion of a pre-employment physical and a reference check.