

Waste Water Treatment Plant Supervisor

GENERAL STATEMENT OF DUTIES:

The Waste Water Treatment Plant Supervisor is responsible for day to day operations of the Waste Water Treatment Plant. The Supervisor is the primary position responsible for ensuring that the Treatment Plant is maintained and operated in compliance with the WWTP NPDES permit. This position is responsible for the supervision and performance of plant waste water operators, equipment, and processes. The Supervisor reports directly to the Safety Service Director and will inform the Director of any operational concerns and capital project needs in order to facilitate appropriate action for corrective measures. Primarily day shift is Monday thru Friday with occasional evenings/weekends, as plant needs dictate.

Responsibilities:

- Understand all facets of the waste water treatment operations and equipment. Must be capable of running the plant effectively in the day-to-day operations and respond appropriately in emergency situations
- Supervise, plan, schedule, assign and review the work of the waste water operations staff
- Accountable for interviewing, training and managing the successful performance of the waste water operations staff
- Responsible for meeting compliance with WWTP NPDES Permit. This includes conducting required sampling programs, submitting compliance reports and implementing corrective actions as necessary
- Monitor and conduct environmental investigations relating to the operations of WWTP, making recommendations and implementing environmental regulatory compliance actions as necessary
- Communicate in a professional manner with regulatory and other outside agencies concerning operations compliance of the wastewater facilities
- Make decisions based on operational control data generated by the wastewater plant equipment and staff reports to ensure pretreatment systems are functioning at peak performance
- Manage chemical inventory process. Ensure chemicals are ordered, stored properly, disposed of properly and available for the waste water treatment systems and plant sanitation
- Manage sludge disposal process
- Ensure availability of equipment replacement parts to maintain operational compliance
- Supervise & assist staff and contractors with equipment repairs
- Review quotes on operational and maintenance items to ensure cost effectiveness
- Coordinate and work with waste water operations staff to ensure all pretreatment systems are functioning properly and equipment PM's are performed as scheduled and planned
- Maintain information in field logs and spreadsheets etc., issue work orders and schedule preventative maintenance on equipment as needed
- Assist Engineers on WWTP capital projects to include developing project scope of work, selection of engineering design consultants, and perform on-site supervision of contractors performing the project scope of work
- Participate in operations meetings with the Safety Service Director
- Work directly with other staff in planning and coordinating special projects relating to the WWTP and the Sewer Collections System.
- Responsible for housekeeping inside and outside of the WWTP
- Other duties as assigned

Qualifications:

- Must possess a Class III waste water license with the ability to obtain a Ohio Class IV waste water license within a two year period as well as a valid Ohio driver's license with an acceptable driving record
- Five or more years of experience in waste water treatment plant operations; or an equivalent combination of education, training and experience
- Ability to prepare and submit operational compliance reports and communication letters to various local, state and federal authorities relating to the operations of the waste water treatment plant
- Knowledge of preventive maintenance procedures relating to wastewater treatment plants
- Proficient in using email, word documents and spreadsheets
- Ability to work cooperatively with others in a Municipality
- Knowledge and experience with supervising staff a plus
- Must be available to respond to night and weekend alarm

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required include close vision, distance vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; risk of radiation and vibration.
- Noise level in the work environment is usually loud when working in the production areas.

EEO/AA Information:

The City of Fostoria is an Equal Opportunity/Affirmative Action (EEO/AA) Employer. All qualified applicants will receive consideration without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, status as a protected veteran, status as an individual with disability, or any other protected group status or non-job related characteristic as directed by law.