

# POSITION DESCRIPTION



Class Title: WWTP Supervisor  
Department: Wastewater Department  
Date: July 12, 2021

## GENERAL PURPOSE

Performs a variety of skilled, technical, supervisory, and administrative work in the planning, construction, operation, repair, maintenance, and replacement of municipal wastewater collection and treatment systems.

## SUPERVISION RECEIVED

Works under the direct supervision of the DPW Director.

## SUPERVISION EXERCISED

Exercises close supervision over assigned treatment plant operators, maintenance workers and equipment operators.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates and maintains the wastewater collection system, treatment plant, and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or Federal regulations.

Plans, schedules and implements maintenance, and operation and construction activities designed to provide quality wastewater collection and treatment service for the Village; oversees construction and maintenance work to determine acceptability and conformance to standards.

Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.

Supervises the installation, maintenance and repair of electrical systems for the wastewater collection and treatment system.

Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of wastewater collection and treatment facilities.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of wastewater collection and treatment systems and other department facilities.

Inspects and supervises the repair of water quality equipment, sewer collection systems, pumping stations, meters, and treatment plant systems at frequent intervals to insure that all aspects of the systems are functioning properly.

Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.

Advises DPW Director, Manager, Attorney, Engineer and other Village officials in matters relating to department activities; provides information to various civic, educational and public groups and individuals regarding wastewater collection and treatment problems and services.

Supervises, instructs and assists assigned crews in wastewater collection and treatment activities.

Oversees inspections of main and side sewer installation for compliance with regulations and requirements.

Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.

Responds to complaints regarding wastewater system failures, leaks, or other problems; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate crew if necessary.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon service will be restored.

Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

Assists in motivating and evaluating personnel by acting as a liaison between crew members and other Village supervisors.

Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction and repair of wastewater collection and treatment systems and other department facilities to insure that all equipment is in proper working order.

Annual operating costs and makes recommendations for department budget. In conjunction with DPW Director, is responsible for maintaining approved budget.

Provides recommendations regarding heavy equipment purchases and requisitions all supplies and materials needed for effective department operation.

Assists in the design and installation of new wastewater collection or treatment lines, pumps, plants or related systems and facilities.

Participates in short and long-term planning of capital improvement projects.

Monitors pretreatment users to assure compliance with discharge requirements.

Enforces rules, regulations, policies and procedures relating to the operation of the wastewater utility system.

Coordinates with other utilities for locations of utility systems.

Complete other duties and special projects assigned by the DPW Director or Village Manager.

#### PERIPHERAL DUTIES

Operates a variety of power construction and maintenance equipment used in the department.

#### DESIRED QUALIFICATIONS

Education and Experience:

1. Graduation from a four-year college or university with a degree in environmental science or Civil Engineering; and
2. Must obtain C waste water license within 1 year of employment.
3. Five (5) years of experience relating to the construction, repair and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment, or
4. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

1. Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems; Considerable knowledge of sewer pipe installation, connection and repair; Considerable knowledge of wastewater treatment plant operation and maintenance.
2. Skill in operation of the listed tools and equipment.
3. Ability to interpret specific chemical and biological analyses; Ability to guide, direct and motivate employees; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

#### SPECIAL REQUIREMENTS:

1. Valid State Driver's license, or ability to obtain one.
2. MDEQ Class C Wastewater Treatment Plant License or the ability to obtain one.
3. MDOT Commercial Drivers License (CDL) or ability to obtain one.

#### TOOLS AND EQUIPMENT USED:

Detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

#### 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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Village Manager

Approval: \_\_\_\_\_  
WWTP Supervisor

Effective Date: July 2021