

AUGUSTA WATER

Job Description

DATE: October 31, 2023

JOB TITLE: Wastewater Plant Supervisor **FLSA:** Non-Exempt

DEPARTMENT: Treatment Operations **CATEGORY:** Essential

REPORTS TO: Treatment Operations Superintendent

SUPERVISES: Plant Operators

SUMMARY OF RESPONSIBILITIES

To supervise Operator(s), to monitor and operate the wastewater plants and equipment used to collect, treat, and release domestic and industrial waste into the environment, in a fiscally prudent manner that complies with all regulations, standards, safety rules, and enhances our EMS efforts.

ESSENTIAL JOB FUNCTIONS

1. Supervise assigned Plant Operators. Assist Plant Operators to develop weekly work schedule and assign tasks. Develop or encourage the plant operators to identify new ideas or procedures to achieve the highest possible level of wastewater treatment efficiency and quality. Coordinate biosolids handling to ensure all locations have adequate resources to meet the needs. Ensure sludge report is completed each month. Ensure operator compliance of safety rules and maintain a safe workplace. Schedule operators to attend external training opportunities as available.
2. Provide and update Standard Operating Procedures for each WWTP. Establish controls to ensure that all plants and lift stations, including all associated equipment, are operating properly. Support Senior Plant Operator to ensure adequate minor repair on mechanical, electrical, and control equipment. Ensure operations staff is trained on SCADA operations and equipment changes. Ensure all facilities, work areas, equipment, and grounds are kept in a clean and

- orderly manner. Ensure operations staff adequately accesses the Work Order Management System with appropriate data input.
3. Assure that subordinate(s) perform Wastewater plant chemical and physical tests correctly to maximize the quality of effluent to the receiving streams.
 4. Support/train operations staff to adjust equipment to comply with standard operating procedures. Coordinate training of new personnel in the operation and maintenance of all plant equipment. Conduct plant tours and promote positive public relations information for the community.
 5. Ensure accurate and timely records and reports are produced and filed for access. Train Senior Operators to successfully interface with inspectors. Coordinate response to DEQ requests, required actions, recommended actions, or permit violations. Sign Discharge Monitoring Report.
 6. Consult with operators and managing staff members to plan for plant needs prior to budget preparation. Assist the Treatment Operations Superintendent in evaluating employee performance.
 7. Enable Senior Operators to order and maintain inventory of supplies (chemicals, UV and other facility/plant equipment parts, etc.).

KNOWLEDGE AND SKILLS

1. Prefer a high school graduate or equivalent plus two (2) years of college credit. Must possess a Class I license in wastewater, as issued through the Virginia Board of Certification of Water and Wastewater Works Operators and three (3) years experience as a Class I wastewater operator.
2. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others.
3. Must have an understanding of basic mathematics, mechanical and electrical knowledge, use general hand tools, and be able to operate a motor vehicle.
4. Must have a basic understanding of how to use a computer. Must have experience with Microsoft Word, Excel, and Outlook.
5. Ability to perform several tasks at the same time.
6. Must exhibit a positive attitude to effectively deal with the public, agency officials, and co-workers and have the ability to supervise.
7. Possess a valid Virginia Driver's License and either possess a valid Class B CDL with N endorsements or acquire said license within 12-18 months of employment.

WORKING CONDITIONS

1. Regularly works in outside weather conditions.

2. Subject to contact with liquid water, wastewater and vapors, confined space, electricity, hazardous materials, and blood borne pathogens while performing duties. Frequent exposure to dust, fumes, noise, extreme heat/cold and occasional exposure to uneven terrain and heights.
3. Occasional sitting, lifting (over 100 pounds with operator or mechanical assistance), carrying (up to 50 pounds without assistance), pushing, pulling twisting, climbing, stooping/bending, kneeling, reaching, grasping, repetitive movements, and driving a motor vehicle(s).
4. Required to work irregular schedules on an as needed basis, which includes overtime, night duty (rotating on-call duty), weekends, and holidays. Subject to call-in for emergency assignments.
5. Must have a cell phone or home telephone.

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations for confined space, lock out tag out, fall protection, driving equipment, hazard communication, slips, trips, and falls, and any other safety hazard related to your position. Must wear protective equipment as required (e.g., uniforms, eye protection, hearing protection, hard hat, gloves, safety shoes, seat belts etc.).
2. May not operate any equipment or enter any confined space without prior training.
3. Must attend all safety meetings
4. Fishersville WWTP operators must have current Fork Lift Certification
5. Must ensure safety and training of all Operators.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Subject to a random drug and/or alcohol test

THIS JOB DESCRIPTION DOES NOT LIST ALL THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE or APPLICANT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____