

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Title:** *Wastewater Treatment Plant Supervisor*  
**Department:** *Public works*  
**Reports to:** *Public Works Operations Manager*  
**Status:** *Exempt / Non-union*

#### **Job Summary:**

Plan, organize, implement and review Wastewater Treatment Plant programs and activities to ensure high quality of effluent and compliance with all regulatory standards. Supervise the effective and efficient use of assigned personnel, funds, materials, equipment, facilities and time in support of 24-hour plant operation. Insure safe conditions and premier customer service.

#### **Essential Job Functions:**

1. Supervise the day-to-day operations of the City's Lagoon and RBC treatment facilities in compliance with all regulatory standards. Establish priorities to minimize the City's risk for raw sewage overflow, permit violations and/or odor complaints.
2. Develop, define and implement Wastewater Treatment Plant goals, objectives and priorities.
3. Develop and implement operating procedures and work rules for regular and recurring operations, maintenance, troubleshooting, modification and repair work of the plant and its equipment.
4. Plan, organize, schedule, direct and coordinate the work of staff (leads, operators and lab technician) in operations, quality control and maintenance in accordance with regulatory standards.
5. Manage plant compliance with safety programs. Assure all work is performed in accordance with sound safety practices.
6. Ensure manuals are maintained current with upgrades and new developments.
7. Oversee and monitor daily reports and plant operations for permit compliance. Review waste permits and monitor discharges to the plant. Direct changes to process controls as needed. Complete required paperwork such as maintenance and operators records/reports.
8. Order, store and account for chemicals and other materials/supplies.
9. Assist in hiring employees. Conduct performance evaluations. Administer or make recommendations for discipline. Ensure sufficient resources are available for staff to complete work assignments. Assess training needs and provide for training as required.
10. Coordinate the work of staff with other City staff and activities, various engineers, contractors, consultants, manufacturers and suppliers.
11. Work with Federal, state and other agencies in resolving problems and meeting conformance with the law.
12. Participate in required skill work to balance the workload.
13. Supervise and participate in buildings and grounds maintenance.
14. Assist in budget preparation and administration.
15. Foster a work environment that supports and facilitates the performance of efficient, effective, high-quality teamwork.
16. Communicate with the Director of Public Works issues or developments that may affect the plant and/or City.
17. Attend Council meetings when needed to communicate Wastewater Treatment Plant issues/information.
18. Establish and maintain cooperative and effective working relationships with City officials, supervisors, co-workers, other departments, vendors, intergovernmental agencies, customers and the general public using good judgment, tact and courtesy.
19. Work with the public and give tours of the facilities to groups and organizations.
20. Perform operator duties as needed.

#### **Associated Job Functions:**

1. Attend various workshops, operator training classes and instructional functions.
2. Perform other duties and responsibilities as required.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

##### *Knowledge Of:*

- Principles, practices, materials and process controls relating to the operation of a laboratory, lagoon and RBC plant.
- Federal, state and local laws, regulations and procedures.

- Mechanics, hydraulics, electricity and properties of matter.
- Materials, methods and procedures for WWTP and lift station maintenance.
- Federal and state regulations for wastewater treatment requirements.
- Predictive and preventive maintenance programs and computerized maintenance management systems.
- Fundamentals of workplace health and safety regulations.
- Computer applications and software related to treatment plant process and systems control.
- Supervisory principles.
- Wastewater treatment plant science and mathematics.
- Cross connections.

*Skills In:*

- Building, maintaining and participating in effective teams.
- Creating and maintaining complex, cost effective work and duty schedules.
- English, spelling, grammar, vocabulary, punctuation and mathematics.
- Problem solving to troubleshoot and apply knowledge of plants and collection system operations, maintenance, testing and control to resolve unusual and critical problems.
- Reading and understanding blue prints, schematics and technical manuals.
- Operating, maintaining and installing mechanical, building, electrical, electronic, pipe, pump, water movement systems, structures and related equipment.

*Ability To:*

- Operate all plant pumping, treatment, control and odor control equipment and processes.
- Competently analyze situations accurately and initiate timely and effective courses of action.
- Work independently and establish/maintain effective working relationships with co-workers, supervisors, regulatory agencies, vendors, contractors and the general public.
- Clearly and concisely communicate verbally and in writing for information sharing, work instruction/direction, coaching, facilitating, consensus-building and educating.
- Inspect facilities and systems for maintenance and repair needs and fire, safety and health hazards.
- Keep accurate records and input and retrieve data on a personal computer using a maintenance program and associated software.
- Compile and analyze statistical and technical information, maps, research and other pertinent data.
- Prepare operational reports.
- Perform work in accordance with OSHA/WISHA regulations and established safety practices.
- Hire, plan, organize, coordinate, assign, train and evaluate the work of others.
- Function as the sole operator on weekend duty and perform callout requirements.

**Working Environment and Physical Demands:**

Work is performed under noxious, dirty and noisy conditions at the wastewater treatment plants and in the field (in all types of weather conditions). Involves risk of exposure to hazardous chemicals, electrical components, wastewater and bio-solid fumes and other wastewater-related substances associated with working in and around raw sewage. Requires normal visual and hearing acuity and substantial dexterity; ability to access all areas of the WWTP including stairs, ladders, grates, uneven terrain, high places and around reciprocating machinery; ability to work in extremely confined spaces with a 25-inch diameter entry and to move items weighing in excess of 50 pounds. Must be able to wear and work with half and full face cartridge respirators, SCBAs and other applicable safety equipment. Requires a scheduled shift that provides seven-day per week coverage, and some weekend and holiday work. Must also be available for on-call standby duty, and be able to report to work within thirty minutes.

**Experience and Training Requirements:**

- High school graduation/GED or equivalent *and*
- Five years experience in wastewater treatment, two years of which are in a supervisory capacity.
- Washington State Group III Wastewater Treatment Operator Certification within six months of hire.
- Familiarity with personal computer. Good keyboard and software skills.
- Must pass a Criminal Background and Drivers Abstract check prior to hire.
- Valid Washington State Driver's License and a good driving record.
- Must have or obtain and maintain Commercial Driver's License (CDL) Class B with a tanker and air brake endorsement, a Washington State Department of Transportation certification in flagging, traffic control and safety and a CPR and Industrial First Aid Card within six months of hire.

- Must pass drug screen after CDL is obtained and periodically thereafter at the City's discretion.
- Pass requirements to obtain government access ID for NAS Whidbey.

*A combination of education, training and experience that provides the required knowledge, skills and abilities will be considered.*

Established: PW/HR 4/07  
Revised: PW/HR 1/11

FLSA: Exempt  
Salary Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.