

Code: 2720

Title: WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR

SUMMARY: Schedules and coordinates multiple shifts in the operations unit and compiles a variety of technical reports at an assigned wastewater treatment plant and is distinguished from Wastewater treatment Plant (WWTP) Operator-Principal, which supervises and participates in the operation of a WWTP or other type of facility as the facility/system-certified operator for a designated shift.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and coordinates WWTP operations at an assigned WWTP or other type of facility;
Coordinates and monitors assignments and work performance of operations and maintenance staff operating a 24-hour WWTP or other type of facility;
Establishes operations unit work schedules;
Evaluates shift leaders and advises in their evaluations of assigned shift personnel;
Ensures operations staff maintains equipment and systems operations, maintenance and repair logs;
Compiles and submits recurring, routine and special technical and procedural reports to management;
Implements approved treatment operating procedures and recommends changes to management;
Compiles and analyzes WWTP processes laboratory data to develop and maintain short- and long-term treatment operational parameters for compliance with industry standards, regulatory requirements, permitted functions and system operating procedures;
Evaluates wastewater treatment processes and recommends new procedures affecting the economy and efficiency of operations;
Coordinates facility operations and maintenance activities with affected supervisors, maintenance and operations staffs, to maximize operational readiness and regulatory compliance;
Implements approved in-house training programs, such as operations, safety and hazardous material handling standards;
Coordinates and supervises the sampling of effluent at various treatment stages;
Monitors or directs adjustment of, treatment processes to insure compliance with federal, state and local laws and regulations;
Inspects plant to determine efficiency of operations, maintenance requirements, compliance with operating/maintenance standards and cleanliness;
Implements industrial safety programs.

KNOWLEDGE & SKILLS:

Knowledge of:

- operation principles, functions and mechanics of wastewater treatment equipment and servicing and maintenance requirements;
- wastewater treatment processes;
- federal, state and local regulations relating to the treatment and disposal of wastewater;
- hazardous material handling and communication standards;
- techniques and procedures utilized in wastewater chemistry and their application in wastewater treatment operations;
- technical principles of the individual treatment processes used at the assigned plant or facility;
- mathematics at a level appropriate to duties;
- development and implementation of industrial safety programs;
- principles and practices of employee supervision, training and evaluation.

Skill in:

- interpreting data and adjusting, or directing the adjustment of, WWTP operations and procedures;
- evaluating wastewater treatment operations and developing or recommending changes to enhance efficiency;
- establishing and adjusting staff schedules to meet 24-hour operations requirements;

- evaluating and trouble-shooting malfunctions, and directing required remedial actions;
- supervising, training and evaluating personnel;
- implementing industrial safety programs;
- establishing and maintaining effective working relationships;
- communicating effectively, both orally and in writing;
- preparing technical reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university in civil engineering, chemistry, environmental science or hydrology and one year of experience in the operation of a secondary wastewater treatment facility, including six months of shift supervisory responsibility.

OR:

(2) One year of experience with Pima County as a Principal Wastewater Treatment Plant Operator.

OR:

(3) An Associate's degree or Advanced Certificate for Direct Employment from an accredited community college or technical school in wastewater technology, water technology, or environmental technology and one year of experience in the operation of a secondary wastewater treatment system or facility plus six months of lead or supervisory experience in a wastewater treatment setting.

OR:

(4) Holding a current Arizona Department of Environmental Quality (ADEQ) Grade 3 (or higher) Wastewater Treatment Plant Operator certification and three years of experience in wastewater treatment plant operations or maintenance.

OTHER REQUIREMENTS:

Licenses and Certificates: An ADEQ Grade 3 Wastewater Treatment Plant Operator certificate is required at time of appointment. An ADEQ Grade 4 Wastewater Treatment Plant Operator certificate must be obtained within one year of appointment. A valid Class D Arizona driver's license is required at time of appointment. Failure to obtain/maintain the current required license/certification shall be grounds for termination.

Special Notice Items: Some positions may carry the risk of exposure to infectious diseases, asbestos or wastewater and sewage products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: All positions require the ability to lift up to seventy-five pounds for brief periods. Some positions require the ability to enter and work in confined spaces, which may require the proper wearing of individual safety and protective equipment.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.