

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Northwest Treatment Plant Supervisor
Sch.& Grade PAT 10
Class Code BH47
FLSA Status Exempt
Bargain Unit Elig. Not eligible
Occupational Series Plant Operations

PRIMARY PURPOSE:

Plans, organizes, directs and coordinates the overall operation and maintenance of Northwest City wastewater treatment plant.

SUPERVISION:

Under the general supervision of Superintendent of Sanitary Services. Position is responsible for directly and indirectly supervising employees at City wastewater treatment plants.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, coordinates and schedules the work of employees of the Northwest City wastewater treatment plant. Completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions.
2. Trains, motivates and sets standards for employees in all workgroups to maximize performance.
3. Coordinates operations and maintenance functions of the City's wastewater treatment plant to optimize overall plant operations and increase cost effectiveness.
4. Studies operating cost records of plants and makes corrections or suggests solutions to problems.
5. Provides solutions to the more difficult technical or public relations problems.
6. Monitors plant equipment status to help prioritize repair functions.
7. Maintains effective plant safety program and carries out safety procedures in effect.
8. Advises on future systems improvements deemed necessary to ensure efficient operations and to dispose of expected increases in wastewater volume. Reviews reports, plans and specifications for modifications or expansion of plant for operability and technical soundness.
9. Writes comprehensive reports on plant operations, productivity improvements, and energy conservation programs to provide information required by local, state or federal agencies and management.
10. Coordinates necessary written and verbal reports as well as a variety of correspondence.
11. Prepares specifications for materials, supplies, equipment, and contractual services as needed.
12. Reads, interprets and analyzes a variety of data and information including technical material.
13. Responsible for the development and implementation of policies related to the wastewater treatment plants.
14. Ensures State and EPA permit compliance and coordinates legal responses to enforcement actions.
15. Represents the City in dealing with the public and governmental agencies on issues related to the operation of the wastewater treatment plants. Coordinates and confers with other City staff, other governmental units, outside agencies, citizens, vendors on matters of joint concern.
16. Oversees budget development and utilization of approved budget of wastewater treatment plants.
17. Develops, makes recommendations and implements long and short-range plans regarding the operation and maintenance of the City's wastewater treatment plants.

IMPORTANT FUNCTIONS:

1. Attends seminars, conference, workshops and other training for professional development.
2. Utilizes necessary computer applications such as databases, spreadsheets, word processing and specific software applications related to wastewater treatment.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Materials, methods, practices and equipment used in, and the operating and maintenance practices of, a modern computerized wastewater treatment system; administrative and modern computerized office management techniques as applied to the operation and management of a small wastewater treatment facility; rules and regulations governing the treatment and discharge of wastewater under State and EPA regulations.

Abilities

Organize, supervise and inspect the work of employees engaged in the operation and maintenance of treatment plants; direct work in the repair and maintenance of plant equipment and facilities; observe, compare or monitor data to determine compliance with prescribed operating standards; utilize sound, independent judgment and make responsible decisions and recommendations; communicate effectively both verbally and in writing; deal effectively and courteously with supervisors, co-workers, vendors, outside agencies and the general public; follow oral and written instructions; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires a degree from an accredited college in engineering, biology, chemistry or related field plus at least three years of responsible experience in the operation of a wastewater treatment, with at least one year in a supervisory capacity. Related work experience may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Must be able to make inspections of all areas of a wastewater treatment plant which involves travel across rough, uneven or rocky surfaces, climbing ladders and stairs, bending, squatting, kneeling and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 25 pounds; must be able to observe and identify violations, operational, safety or maintenance concerns, etc., related to the wastewater treatment facility; holds and grips objects.

Working Environment

Both indoor and outdoor working environment with exposure to extreme weather conditions; subject to chemical hazards associated with wastewater treatment plant.

Licensing/Certification

Must possess or be able to obtain and maintain a Class A Wastewater Operator’s license; must obtain a Missouri Class A Wastewater Operator’s license within six months of employment.

Miscellaneous Requirements

Must possess or have the ability to obtain and maintain a valid Missouri Motor Operator’s License.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5278
Comments:	Updated Abilities	Date: 6-13-2003

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____