

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Plant Shift Supervisor</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>CE88</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Series	<u>Plant Operation</u>

PRIMARY PURPOSE:

Supervises and participates in the work of the shift operations of an air-activated sludge or a pure oxygen activated sludge plant with nitrification filtration and ozone disinfection facilities.

SUPERVISION:

Under the general supervision of the Plant Superintendent.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises employees engaged in the direct operation of wastewater treatment processes, to include oxygen and ozone generation and dissolution equipment, on an assigned shift.
2. Directs plant processes and control operations within guidelines of approved policies and procedures.
3. Inspects all processes to determine that systems are functioning properly and supervises adjustments when needed.
4. Oversees plant operations, records and logs during assigned shift.
5. Trains new operators in operational duties as necessary.
6. Reviews and evaluates work performance of employees, recommends and implements necessary disciplinary action, and participates in and makes recommendations regarding hiring decisions of staff members.
7. Prepares and presents necessary reports both verbally and in writing.
8. Drives to work sites both within and outside the plant facilities.
9. Ensures that staff members follow proper safety procedures and that all equipment is kept in safe working order.
10. Reads, understands, and applies a variety of information from resources such as technical operational and repair manuals.
11. Utilizes computer software applications.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Principles, procedures, methods, and equipment involved in wastewater treatment operations; industrial math as it relates to calculating flows, volumes, weights, etc.

Abilities

Effectively supervise employees in the operation of an air activated sludge or a pure oxygen activated sludge plant with nitrification, filtration and ozonation facilities; inspect plant processes to determine if systems are functioning properly and make necessary adjustments; read and understand technical operational manuals; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a 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

Two years of college or vocational technical training in wastewater technology, chemical or biological sciences or a related area and at least four years experience in the operation of an activated sludge wastewater treatment plant. Directly related work experience may be substituted for the education requirement on a year-for-year basis.

Physical Requirements

Performs bending, climbing, and reaching both to ground level and overhead; lifts, carries, pushes and pulls up to 50 pounds; must be able to hold and grip objects; must be able to move about the plant and observe plant operations as well as identify operational concerns; may subject to standing for long periods of time; must be able to distinguish colors.

Working Environment

Both indoor and outdoor working environment with exposure to dust and pollen as well as a variety of extreme weather conditions; subject to constant and extreme noise; susceptible to mechanical, electrical, chemical, toxic waste, and other safety hazards associated with treatment plant facilities and equipment; possible exposure to disease, fumes, and strong odors as related to wastewater treatment operations.

Licensing/Certification

Must possess a Missouri Class "B" Wastewater Operator's Certificate; a Missouri Class "A" Wastewater Operator's Certificate is desirable. Equivalent out-of-state licensure will be accepted; candidates must obtain reciprocity within the probationary period. Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Subject to emergency call-in; works a variety of shifts including nights and weekends.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4377
Comments:	Updated Abilities	Date: September 20, 1993

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:** _____