



## **Water/Wastewater Supervisor**

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** Utilities General Manager

**SUPERVISE:** Water/Wastewater Worker (Op IV) and Water/Wastewater Construction and Operator I, Water/Wastewater Construction and Operator II, and Water/Wastewater Construction and Maintenance III

### **SUMMARY DESCRIPTION**

Responsible for supervising, performing, directing and coordinating water production and distribution and wastewater collection and treatment. An incumbent will be required to perform duties on an on-call basis, as needed.

### **EXAMPLES OF WORK PERFORMED**

**ESSENTIAL FUNCTIONS:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Supervises and participates in the inspection, maintenance, repair and operation of water production, distribution, wastewater collection and treatment systems for the city and surrounding communities.

Performs supervisory functions such as assisting with staffing, scheduling work, assigning work duties, training personnel on various techniques, conducting performance evaluations and recommending/administer disciplinary actions.

Serves as liaison with surrounding communities by performing, coordinating, and directing water/wastewater functions in an effort to minimize interruption of service.

Supervises and participates in the maintenance, repair, operation and cleanliness of the water production facilities, water storage areas and other related facilities.

Responsible for the water treatment plant operations including but not limited to the review, evaluation and installation of software programs, providing support and training to personnel, continuous programming, and updating software when needed; ensures that the plant computer system (SCADA) continues to function properly.

Coordinates activities with city and state engineers on water related problems and expansions; works with the Nebraska Human Health Services (NHHS) and the state department of Environmental Quality (NDEQ) field representatives and engineers as needed; submit reports to various governmental and trade associated agencies.

Ensures that proper samples pertaining to the city's water supply and wastewater are taken, lab tests performed; forward materials to the State Health Department as needed.

Supervises and participates in the collection, analysis and reporting of all necessary water/wastewater tests, including daily, weekly and monthly readings; responsible for maintaining records on all elements as required by local, state and federal rules and regulations.

Coordinates inspections of water production and wastewater treatments facilities with federal representatives; determines the proper size of water lines and meters to be installed.

Responsible for determining specific problem areas within the water/wastewater distribution system; supervises and participates in sectionalizing the system for minimum service interruption.

Creates and implements an operational plan for the water/wastewater systems in order to ensure the efficient provision of service and reduce costs; participates in long-range strategic planning.

Responsible for the proper calibration of water/wastewater facility equipment; responsible for ensuring that test results and plant operations are in compliance with federal and state guidelines.

Ensures the maintenance of a safe work environment for all employees by training and monitoring employees in the safe and efficient operation of various equipment, skills and techniques; performs safety evaluations and inspects work for quality assurance in accordance with safety standards.

Plans and implements equipment and plant safety training programs and standards in coordination with other outside agencies.

Responsible for updating, reading and interpreting city maps of the water/wastewater system

Answers inquiries from the general public; receives citizen complaints pertaining to the water/wastewater systems and takes appropriate action to resolve problems or concerns.

Assists the Utility Manager in the preparation of the departmental budget with input regarding the city's water/wastewater functions.

Coordinates with the Utility Manager in developing specifications for new equipment purchases; makes recommendations regarding vehicle/equipment use and purchase.

Attends various meetings including City Council and other committee meetings, as needed; answers inquiries and makes recommendations pertaining to the city's water/wastewater functions.

Attends professional seminars and meetings to keep abreast of the techniques and skills used in maintenance and repair duties for water production, distribution, treatment and analysis.

Maintains city water/wastewater supply inventory including materials, equipment, and tools; orders supplies as needed.

Prepares various reports and records pertaining to the duties performed such as man hours, equipment maintenance, expenses, etc.; utilizes various computer programs in the establishment and maintenance of records and reports.

Operates large trucks, fork lift, loaders, backhoe, and other vehicles as needed.

Operates standard office equipment in the performance of duties, i.e. copier, fax machine, personal computer, calculator, etc.

Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Materials, procedures, methods and practices utilized in maintaining water supply and distribution systems, wastewater collection and treatment.

Federal, state and local laws and regulations pertaining to all facets of water production and distribution, wastewater collection and treatment.

Emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.

Various chemicals and the ability to apply the methods and techniques used in their application.

Operation of vehicles, machinery, equipment and tools pertaining to duties performed.

Perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

Geography of the city's water district.

City responsibilities and ability to use independent judgment in the performance of duties.

### **Ability to:**

Accurately read and interpret technical sketches, blueprints and instructional manuals, and laboratory analysis results.

Analyze working conditions of equipment, and to detect flaws or defects in operation.

Read and interpret measuring and testing devices connected with plant operations.

React quickly and calmly in emergencies.

Plan and layout a comprehensive work program.

Enforce ordinances and other regulations with firmness, tact and impartiality.

Assign, direct and supervise the work of subordinates.

Accurately prepare and maintain various records, reports and other departmental documents.

Deal with the general public in a courteous and tactful manner.

Perform job duties efficiently while managing frequent interruptions.

Plan and organize a personal work schedule, set priorities and meet deadlines.

Operate standard office equipment.

Understand and follow both oral and written instructions.

Communicate effectively, verbally and in writing, in English.

Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment** Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the water district. Duties require the ability to tolerate an indoor and outdoor work

environment which includes contact with dirt, dust, chemicals, cleaning solvents, disease causing bacteria, noise and inclement weather conditions.

**Physical** an incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

### **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training**

Must have an Associate's Degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university with major work in water treatment and supply or a related field, or an equivalent combination of education, training and experience.

Must have four (4) years' experience in the field of water treatment and water supply, including laboratory analysis, with at least two (2) years in a supervisory context, or an equivalent combination of education, training and experience.

#### **Additional Requirements**

Must possess a valid driver's license and may require a CDL.

Ability to report to the work site within a 15-minute response time, in normal weather conditions.

Must maintain all licensures as required.

Must possess a State of Nebraska Water Plant Operators license Grade III.

Must possess a State of Nebraska Class II Wastewater Operator Certification.

**Regular Full-Time Grade N**

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