

**OKEECHOBEE UTILITY AUTHORITY**  
**Job Description**

JOB TITLE **Wastewater Treatment Plant Assistant Supervisor**

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**SUMMARY:**

This is a technical and supervisory position in the operation and maintenance of waste water treatment plants. The OUA owns and operates four small package treatments plants (ranging in size from 0.015 – 0.0465 MGD) as well as a regional plant with a rated capacity of 3.99 MGD. The regional plant utilizes spray irrigation and deep well injection as a means to dispose of effluent and the facility produces AA quality residuals.

**SUPERVISION**

This position is supervised by the Wastewater Treatment Plant Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following.

Assists the WWTP Supervisor in all of the following:

Plans, schedules, assign duties, and supervise the work of wastewater treatment plant trainees and operators in attaining operation efficiency as per industries best practices and DEP regulations.

Trains employees.

Enforces safety procedures.

Operate and maintain OUA wastewater treatment plants per company guidelines and regulations.

Monitors all control panels and gauges.

Maintain proper levels in all storage tanks, collects water samples, make routine tests, checks and lubricates pumps, motors and other plant equipment.

Inspects and troubleshoots mechanical and electrical systems for efficiency, and take corrective measures when needed.

Inspects plant testing and measuring devices to assure that the plant is functioning properly.

Maintains property through land maintenance including fencing, clearing spraying, and mowing.

Requisitions supplies and materials.

Coordinate and assists in modification and system upgrading projects.

Maintain a working relationship with State Agencies, engineers, and consulting firms.

Assist in preparing daily, monthly and quarterly reports.

Any other duties as assigned by supervisor.

**QUALIFICATIONS:**

Adheres to all OUA policies and procedures

Valid Florida Drivers License with a clean driving record

Graduated from an accredited high school or possess an acceptable equivalency diploma as determined by the State of Florida.

Must be certified and possess a current “**B**” License for a Wastewater Treatment as issued by the Florida Department of Environmental Protection with a minimum of three years’ experience with this license.

Documented experience showing progressive job responsibilities from operator to administrative duties.

Possess and demonstrate team leadership capabilities.

Ability to understand, give and execute oral and written instructions.

Ability to read plans.

Posses a thorough knowledge of wastewater treatment plant and pumping station operation and maintenance requirements.

Posses a thorough knowledge of State and Federal requirements relative to the operation of a wastewater treatment plant, wastewater sampling and laboratory testing procedures.

**PHYSICAL REQUIPEMENTS:**

Able to lift and/or carry plus or minus 50 pounds

Able to reach above shoulders with both arms, able to use both hands and fingers on both hands

Good vision, hearing and sense of smell

Able to walk, stand, crawl, kneel, bend, balance and stoop

Able to operate heavy equipment as required, a plus.

**ENVIRONMENTAL CONDITIONS**

Work is performed inside and outside in all types of environmental conditions

Work is often accompanied by noise, poor lighting, toxic fumes, gases, raw sewage, grease, chemicals, electricity, moving objects, confined spaces, and above or below ground

**SPECIAL REQUIREMENTS:**

Willing to work overtime, holidays, national disaster, and weekends as requested

Willing to work shift work.