

OKEECHOBEE UTILITY AUTHORITY
Job Description

JOB TITLE Wastewater Treatment Plant Supervisor

SUMMARY:

This is a technical and supervisory position in the operation and maintenance of a wastewater treatment plant

SUPERVISION

This position is supervised by the Director of Operations and the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Plans, schedules, assigns duties, and supervises the work of wastewater treatment plant trainees and operators in performing routine operations and maintenance.

Trains employees.

Evaluates and disciplines employees.

Enforces safety procedures.

Operate and maintain a wastewater treatment plant.

Monitors control panels and gauges.

Maintain proper levels in all storage tanks, preparing for fluctuation in the flows for seasonal changes, collects water samples, make routine tests, checks and lubricates pumps, motors and other plant equipment.

Inspects and troubleshoots mechanical and electrical systems.

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

Operate and maintain an Orbital process wastewater treatment plant.

Cleans bottom of digester, trouble shoots waste water level monitoring system. 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.

Prepares daily, monthly and quarterly reports.

QUALIFICATIONS:

Adheres to all OUA policies and procedures

Valid Florida Drivers License with a clean driving record

Graduation from an accredited high school or possession of an acceptable equivalency diploma.

Must be certified and possess a current “**B**” License for a Wastewater Treatment as issued by the Florida Department of Environmental Protection or must be able to obtain this license within six (6) months of hire date.

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.

Ability to pass a NELAC inspection to maintain certification of laboratory, including personnel certifications

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

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.