



JOB DESCRIPTION

POSITION SPECIFICATIONS:		<i>To be completed by Compensation:</i>	
Date:	April 30, 2021	Job Code:	OPS425
Title:	VW-Supervisor, Operations	FLSA Status:	Exempt
Department:	Operations & Maintenance	Job Family:	
Reports To: (Title)	Project Manager	Pay Grade:	\$58,000 - \$70,000 based on experience
Direct Reports:		Survey Source:	

POSITION PURPOSE

Provide a brief description as to the primary purpose of this job (no more than three to five sentences).

The Operations Supervisor assists the Project Manager with daily plant operations and directly supervises two or more full time employees in an assigned plant or department. This position plans and coordinates activities of workers to operate and maintain a wastewater treatment, processing, disposal and testing equipment in a wastewater treatment facility to purify water to meet permit and operational requirements. This position requires a 7:00AM – 3:30PM Mon – Friday work schedule, with limited call ins.

PRIMARY DUTIES / RESPONSIBILITIES

List essential job functions; describe in terms of actions (verbs) and desired outcomes in order of most important first.

To comply with regulations by the American with Disabilities Act (ADA), the duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

1. Supervise employees at the wastewater treatment plant.
2. Perform job duties in a safe manner compliant with policies, procedures and practices.
3. Model professional behavior; report to work as scheduled, on time and prepared to work.
4. Work flexible schedule that may include nights, weekends and holidays.
5. Conduct laboratory analytical testing for product quality assurance/ control; and routine tests
6. Operate, maintain, install and repair (automatic and semi-automatic machines) equipment including pumps, valves, gates, mixers, chemical feed systems.
7. Monitor control panels, adjusts valves and gates.
8. Monitor flow meters, gauges, flow ratios, pressures and related controls through instrument panels, computer terminals and programmable logic control units in assigned area.
9. Monitor and document operating conditions/observations and data in shift log daily
10. Diagnose basic operational problems and take corrective action per procedure.
11. Verify and report suspected malfunctions and variances as directed and take corrective actions.
12. Ability to work independently in compliance with given instructions and direction.
13. Perform grab and go field tests in order to adjust chemical dosages for processes.
14. Comply with appearance and dress policies to ensure a safe and professional work environment.
15. Wear personal protective equipment (PPE) as defined by policy, work practices, and customer.
16. Maintain a safe, neat and clean work environment this includes: work area and equipment.
17. Work effectively in a team environment and provide support and assistance to others.
18. Assist with collecting data and completing reports/ projects to support business operations
19. Lead special projects to improve safety, operations, and employee development
20. Train other employees to safely and properly use equipment at site.
21. Take initiative to offer solutions and assist in problem solving at site.
22. Engage with customers within scope of responsibility to provide work updates and notifications.
23. Commitment to promoting and creating a safety centric culture and positive work environment.

24. Perform other job duties as requested to support business operations.

QUALIFICATIONS

List the minimum requirements to be considered for this position. Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

<p>Education / Experience / Background</p>	<ul style="list-style-type: none"> • Degree in a related field (24 credits in Chemistry is a plus) or equivalent experience. • Highest level of Wastewater certification with knowledge of current and pending wastewater treatment standards, regulations and federal, state and local laws and codes. • Five to seven years in various positions within a wastewater treatment environment with knowledge of methods, principles and practices of operating, maintaining and repairing water treatment plant equipment, instrumentation and associated systems. • Lead experience or supervisory training required with understanding of human relations, training, performance evaluation and health and safety.
<p>Knowledge / Skills / Abilities</p>	<ul style="list-style-type: none"> • Must have an understanding of wastewater treatment process engineering, water quality assurance, maintenance strategy and laboratory procedures. • Must demonstrate effective skills in troubleshooting, problem solving and team building. • Ingenuity and initiative are required to coordinate problem resolution and to execute the schedule requirements within a team environment. • Must have a general knowledge of budget preparation and understanding of cost control. • Demonstrated excellent verbal communications and interpersonal skills in order to interface with and motivate all levels of personnel. • Demonstrated ability to prepare accurate, timely, effective, complete and easily understood written communications and reports. • Proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment). • PC skills and knowledge of word processing, spreadsheet and presentation software for preparing work related reports, charts, graphs and data submittal requirements. Ability to use computer systems for preparing work orders and purchase requisitions. • Must be able to respond to emergency calls as needed and work extended hours to accommodate site needs. • Demonstrated commitment to compliance with applicable laws and regulations, the Company's Code of Business Conduct and other Company policies and procedures. • Must be able to pass a drug screen and criminal background check.
<p>Required Certification / Licenses / Training</p>	<ul style="list-style-type: none"> • OEPA Wastewater III Certification or Class II Certification with eligibility to take the Class III examination upon hire. This certification is required to fulfill the Operator of Record requirement mandated by the facilities NPDES permit and Ohio EPA.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that an employee encounters while successfully performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Include possible work hazards and percent of travel required.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.