

CITY OF NICHOLASVILLE  
POSITION DESCRIPTION

Class Title: Wastewater Plant Supervisor

Dept/Div: Utilities/Wastewater Plant

Supervisor: Wastewater Plant Superintendent

Supervises: May supervise all personnel assigned to the Wastewater Plant in the absence of a higher authority.

Grade: 58

Class Characteristics: Under general direction, may supervise all personnel assigned to plant in the absence of the Superintendent; assists in the operation, maintenance and cleanliness of the wastewater plant; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assumes responsibility for the plant, including supervising personnel assigned to the plant, in the absence of the Superintendent.
2. Assists with the operation, maintenance and cleanliness of the wastewater plant, presses, pump stations and buildings, involving the treatment of wastewater in compliance with established procedures and standards, and federal and state laws and administrative regulations.
3. Monitors all aspects of the plant and grounds for unusual conditions or problems.
4. Inspects and/or monitors pumps, charts, gauges and meters daily.
5. Collects wastewater samples and forwards for tests on a timely basis; may conduct lab tests.
6. Adjusts equipment as necessary; adjusts chemicals as necessary.
7. Adds chemicals in accordance with prescribed standards.
8. Services and performs preventive maintenance programs on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment and tools to Superintendent.
9. Prepares and maintains accurate reports/records for plant, including samples, lab tests, etc.
10. Assists with preparing, forwarding, and recording

reports as required.

11. Assists with maintaining inventory of spare parts, chemicals, equipment and tools.

12. Assists with cleaning of plant and grounds.

Non-Essential: None.

#### MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED) supplemented by five years work experience, including two years in a supervisory capacity; additional education may be substituted for work experience requirements on a year-for-year basis as acceptable by the Kentucky Natural Resources and Environmental Protection Cabinet. (See Certification Requirements for additional requirements.)

#### Special Knowledge, Skills and Abilities:

##### Knowledge:

1. Extensive knowledge of wastewater plant operations.
2. Extensive knowledge of federal, state and local laws and administrative regulations reference to wastewater treatment.
3. Extensive knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Extensive knowledge of and ability to comply with safety standards.
5. Extensive knowledge of the geography of the service area.
6. Knowledge of computers and applicable software programs.

##### Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to collect samples and perform lab tests.
3. Ability to prepare and maintain preventive maintenance and servicing program.
4. Ability to prepare and maintain accurate reports and other records.
5. Ability to maintain inventory of chemicals, spare parts and tools.
6. Ability to supervise the work of wastewater plant operators while assisting with performing the required duties.

7. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.

8. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

#### ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but also must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed if requested; completed work may be spot checked.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Physical Requirements of the Job: Work requires access to buildings, including high places, confined spaces, and using stairs and ladders; intermittent standing, walking and stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicles and equipment; must run lab tests; exposed to machinery and its moving parts; exposed to fumes, chemicals, and toxic substances. May be required to wear a respirator; must have good color discrimination.

Tools and/or Equipment Used: Heavy equipment, hand tools, power tools, normal office equipment (phone, computer, calculator, etc.), safety equipment.

Contacts: Occasional contacts with the public and employees or supervisors from other departments.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky. May be required to obtain and maintain Commercial Drivers License.

Certification Requirements: Must possess and maintain Class III Wastewater Treatment Plant Operators License, issued by the Commonwealth of Kentucky.

Additional Requirements: Must be able to work irregular shifts, including evenings, nights and weekends. Must perform stand-by duties. Must be able to respond to calls in emergency situations at all hours. Must participate in City's drug and alcohol testing program in order to maintain commercial driver's license.

Overtime Provision: Non-exempt.