



WATER/WASTEWATER FACILITY OPERATIONS SUPERVISOR (B/B)

Posted Date: 6-16-20

Posted Ending: When job is filled

Full-Time

Salary-Dependent on education and experience

Benefits

- **Medical, Dental, Vision, Life Insurance**
- **Vacation and Sick leave**
- **Retirement Plan**

General Purpose

Supervises and participates in the daily operations, and maintenance of the Water/Wastewater Treatment Facility; supervises plant operators, monitors and maintain treatment chemical inventory; monitor SCADA controls; ensures the completion of daily, weekly, and monthly monitor reports; monitor lab work; monitors all sampling for plant chemical feeds as well as ODEQ compliance; ensures plant and equipment are maintained.

Wastewater Essential Duties and Responsibilities

- Supervises the plant operators in the operations of all treatment plant equipment, pumps, gauges, and SCADA system.
- Ensure that records are maintained for laboratory, maintenance, and facility logs.
- Ensures that influent and effluent samples are taken as required.
- Ensures that laboratory analysis of influent and effluent samples are taken and recorded.
- Ensures that daily, weekly, and monthly samples are taken to maintain compliance with State and Federal regulations.
- Makes adjustments to chemical feed rates, plant operations and equipment as needed to maintain plant compliance.
- Ensures that maintenance and repair to facility equipment, pumps, valves, and gauges is completed.
- Ensures that general housekeeping duties of all plant buildings, lagoons, and facility grounds are maintained.

Water: Essential Duties and Responsibilities

- Supervises the plant operators in the operations of all treatment plant equipment, pumps,

- gauges, and SCADA system
- Ensure that records are maintained for laboratory, maintenance, and plant logs
- Ensures that raw and finished water samples are taken as required to monitor water quality
- Ensures that laboratory analysis of raw and finished samples are completed to maintain water quality
- Ensures that daily, weekly, monthly, and quarterly samples are taken in the water distribution system to monitor compliance with State and Federal regulations
- Makes adjustments to chemical feed rates, plant operations and equipment as needed to maintain water quality
- Ensures that maintenance and repair to plant equipment, pumps, valves, and gauges is completed
- Ensures that general housekeeping duties of all plant buildings, reservoir, and plant grounds are completed

Peripheral Duties

Responds to after hour calls
Other duties as assigned

Desired Minimum Qualifications:

Education and Experience:

- (A) Graduation from High School or GED equivalent.
- (B) A minimum of (8) years experience as a water/wastewater treatment facility operator.
- (C) A minimum of two (2) years experience of supervisor experience preferred.
- (D) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and abilities:

- (A) Ability to effectively communicate orally and in writing with employees, supervisors, staff, and the general public
- (B) Ability/skill in maintaining and repairing equipment
- (C) Ability to establish a working relationship with other employees and with the general public

Special Requirements

- (A) Valid Oklahoma Driver's license or the ability to obtain, prior to employment.
- (B) Must have a "B" level Wastewater Plant Operators Certification.
- (C) Must have a "B" level Wastewater Laboratory Certification.
- (D) Must have a "B" level Water Plant Operators Certification.
- (E) Must have a "B" level Water Laboratory Certification.

Or the ability to get in 6 months from the date of hire.

Tools and Equipment Used

Motor vehicle, telephone, common hand tools, generators, backhoe, dump truck, shovels, wrenches, two-way radio, personal computer, copy machine, and fax machine.

Physical Demands/Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Moderate (60 pounds or more) lifting and carrying.
- Climbing, standing, kneeling, bending, stooping, and walking.
- Smelling.
- Driving and operating equipment.
- Ability to work outside and in various weather conditions.
- Ability to work with chemicals, electricity and odors.
- Ability to work on slippery surfaces.
- Ability to work below ground level or with heights.

Work Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

Employee may be exposed to Bloodborne Pathogens.

Selection Guidelines

Formal application, rating of education and experience; oral interview and references check; job related test may be required; drug and alcohol testing; and final selection.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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