

## **CLASS TITLE: TREATMENT PLANT OPERATIONS SUPERVISOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for planning, technical, administrative, and supervisory work in the operation of a water or wastewater treatment plant, other associated remote installations and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Supervises, evaluates and trains employees as needed to meet all State and Federal regulations.
- Directs daily operations of plant safely and efficiently.
- Maintains adequate staffing, adjusts schedules, and processes digital time cards.
- Monitors chemical usage and maintains sufficient inventory.
- Purchases, stocks, and issues supplies, tools, and safety equipment.
- Gathers, reviews and prepares data for routine reporting.
- Coordinates corrective and preventative maintenance.
- Coordinates outages of plant equipment with internal and external entities.
- Manages budget for equipment and supplies.
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

**Training and Experience:** Graduation from an accredited college or university with a bachelor's degree in sanitary, environmental or industrial engineering, environmental health, water or wastewater technology or a related field and four (4) years of experience in the operation of a water or wastewater treatment plant; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee shall be eligible for the equivalent of a one-step increase in salary upon obtaining relevant Class "A" Water or Wastewater Operator's License as issued by the Oklahoma Department of Environmental Quality (ODEQ).

**Knowledge, Abilities and Skills:** Considerable knowledge of chemical, physical, or biological water or wastewater treatment processes; considerable knowledge of the principles and operating methods used in a water or wastewater treatment plant; good knowledge of the occupational hazards and appropriate precautionary safety measures; good knowledge of sampling, testing and analyzing water and wastewater; good knowledge of additive chemicals and routine chemical tests; and good knowledge of the occupational hazards and appropriate precautionary safety measures. Ability to quickly identify plant operating problems and initiate corrective adjustments in plant processes; ability to make operating adjustments on mechanical plant equipment; ability to keep detailed records and to prepare reports of plant operations and activities; ability to assign, supervise and review the work of subordinate personnel; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 50 pounds; occasional carrying, pushing and pulling up to 50 pounds; may be subject to walking, standing, reaching, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:** Must obtain a valid Class "B" Water or Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) within six (6) months of hire and must obtain an "A" license within two (2) years of hire date; and possession of a valid Oklahoma Class "D" Driver's License.

**WORKING ENVIRONMENT:** Working environment is indoors in an office setting and outdoors and in inclement weather with possible exposure to hazardous chemicals/materials; and must be available 24 hours-7 days a week and carry cellular phone.

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**Class Code: 1168**

**EEO Code: E-03**

**Pay Code: EX-40**

**Group: Labor and Trades**

**Series: Labor and Trades Supervision**

**Effective date: October 9, 2019**