



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: WASTEWATER TREATMENT PLANT SUPERVISOR

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 1660

PAY RANGE CODE: 18.3 MC REVISION DATE: 10/26/17

NATURE OF WORK:

This is administrative and supervisory work in the operation of a wastewater treatment facility. Work involves assisting in the hiring, training, assigning, scheduling, and evaluating the work of subordinates in the operation of plant equipment. It also involves working with subordinate supervisors to monitor plant efficiency. An employee in this classification exercises considerable independence in the performance of duties and receives general supervision from a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises the operation of a 35 to 70 million gallons per day wastewater treatment facility, ensuring compliance with city, state, and federal requirements.

Coordinates, oversees, and participates in the inspection of wastewater collection, pretreatment, primary treatment, secondary treatment, solids processing, energy generation, incineration, disinfection, and odor control.

Performs studies investigating new methods to improve the efficiency of plant processes, coordinating the participation of representatives from Plant Maintenance and Engineering, Plant Operations, Environmental Quality Control, and vendor agencies.

Assists in the hiring, training, assigning, scheduling, supervising, evaluating, and disciplining of plant personnel.

Assists in the administration of the plant budget.

Ensures that training classes relating to plant operations, maintenance, and safety are properly prepared and presented to plant employees and develops test material to be used in the hiring process.

Oversees the coordination of maintenance and repair of plant equipment and reviews repair work orders.

Maintains operational and personnel records, including leave records, personnel actions, and equipment histories.

Oversees the compilation of reports regarding manpower utilization, equipment testing, and the disposition of materials such as dry and liquid chemicals.

Participates in the development and maintenance of training materials such as manuals, films, slides, videocassettes, and other reference works.

Monitors the activities of private contractors to ensure compliance with terms of their agreements.

Participates in the consultation with contractors, engineering consultants, and construction managers regarding new construction or plant expansion.

Presides at monthly meetings of Plant Operations and Plant Maintenance and Engineering personnel to coordinate the review of the previous month's production data and ongoing and future projects.

Conducts tours of the facilities and participates in other public relations activities.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the operating principles of the machinery, equipment, and materials used in a wastewater treatment plant.

Knowledge of the physical, biological, and chemical processes involved in the collection and treatment of wastewater and laboratory analysis procedures.

Skill in hiring, training, assigning, scheduling, supervising, inspecting, and evaluating the work of subordinate operations personnel.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, or sit from 76 to 100% of the time; to reach from 51 to 75% of the time; to climb from 26 to 50% of the time; and to balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, lift, or type up to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Environmental Science or a related field

AND

Four (4) years of experience in the operation and maintenance of wastewater treatment equipment of the type used in the City of the Omaha treatment facilities, two (2) years of which must have been in a supervisory capacity

SPECIAL QUALIFICATIONS

Must obtain a State of Nebraska Wastewater Treatment Certificate, Class IV, in accordance with the National Department of Environmental Control Wastewater Certification Act by the end of the probationary period.

Must be able to transport oneself or coordinate transportation to work sites throughout the City any time during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office or an industrial building setting, in cold or heat, noise requiring speaking above a normal speaking voice to be heard, near vibrating machinery, moving mechanical parts and electrical currents, at times in high places or confined spaces, exposed to dust, gases, mists, odors, and chemicals.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Facsimile Machine

Calculator
Telephone

Copier
Printer

Laboratory Equipment

Previous Revision Date(s): 7/29/93
1/30/03