

## SUPERVISOR OF PLANT OPERATIONS - WASTEWATER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Director of Wastewater Treatment, an incumbent manages the daily operation of a wastewater treatment plant. The incumbent is responsible for supervising the safe and efficient operation of the wastewater treatment plant, including sludge handling and disposal. The incumbent ensures proper staffing and supervises a large number of operations and maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the operation of the plant to assure the most efficient and economical use of equipment, supplies and manpower;

Performs daily inspections of facility and equipment to insure the proper functioning of the process and makes decisions regarding routine plant operations;

Oversees routine laboratory sampling procedures to ensure process control and permit compliance;

Implements required changes to meet the provisions of the discharge permit;

Oversees the day to day treatment and disposal of sludge, referring unusual situations or issues to the responsible Assistant Director of Wastewater Treatment;

Assigns plant personnel to shifts;

Prepares and maintains basic records and reports regarding plant operations;

Organizes work and allocates staff to complete tasks effectively and efficiently;

Coordinates operations with maintenance supervisors to ensure continuous, efficient operation;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Grade 4A secondary wastewater treatment plant; good knowledge of the operations of a modern wastewater treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; ability to supervise the operation and maintenance of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; mechanical aptitude; alertness and dependability; good judgment, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and possession of a Certificate as a Grade 4A Wastewater Treatment Plant Operator issued by the New York State Department of Environmental Conservation, five years experience (pre or post certificate) in the operation of a Grade 4A wastewater treatment plant, and two years of supervisory experience in a Grade 4 or 3 wastewater treatment plant, wastewater pumping plant or an ancillary facility.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards an Associate's or Bachelor's Degree\* in Environmental Science or Mechanical Engineering, or closely related field, may be substituted on a year for year basis for up to four years of the above stated general experience. There is no substitution for the two years of supervisory experience.

SPECIAL REQUIREMENTS:

1. Appointees must maintain Grade 4A certification during course of employment in this title.
2. Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

\*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.