



Supervisor Municipal Wastewater Treatment Plant **City of Covington VA**

General Description

This position which requires advanced certifications performs supervisory work overseeing and supervising the daily Wastewater Treatment Plant operations and directing and coordinating with others the improvement, modification, and maintenance of the Plant. Position also serves as a “working” Class I Operator.

Essential Job Functions

- Manages the Wastewater Treatment Plant, ensuring its safe and cohesive operation and supervises, trains, and assigns duties to personnel.
- Inspects the plant regularly and directs changes in the operation of the Plant, including changes in flow and load conditions, and proposes modifications to equipment as needed.
- Ensures compliance with Environmental Protection Agency (EPA), Virginia DEQ, and other agency requirements and regulations, including but not limited to process and compliance monitoring, monthly and yearly operating reporting to DEQ and EPA, laboratory certification and operation, and agency inspections.
- Establishes and maintains Plant operational and maintenance programs and records.
- Oversees the development of policies and procedures for the department including, but not limited to safety, emergency, and Standard Operating Procedures.
- Works closely with engineers and contractors during treatment plant renovations and upgrades.
- Develops the departments’ annual operating and Capital improvements budgets and submits them to the Director of Public Works.
- Generates specifications for the purchase of new equipment.
- Designs installations of equipment replacements and retrofits at the wastewater plant.
- Performs the duties of other employees in the department, as needed.
- Inspects industrial users for compliance and calculates industrial user surcharges for billing purposes.
- Mediates departmental personnel issues and conducts new employee interviews.
- Oversees the plant employee evaluations, working with assistant superintendent and senior operator to correct deficiencies and make recommendations regarding corrective actions.
- Serves as a member of various employee committees, as assigned.
- Keeps supervisor informed of unusual issues or conditions including equipment malfunctions and/or other problems and makes suggestions on how to best optimize production/performance.

- Keeps informed on current wastewater treatment plant practices by attending workshops and educational programs or reading specialized literature.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

Education and Experience

High School diploma or GED and five years' experience; or any equivalent combination of education, training, and experience.

Special Qualifications

Valid Commonwealth of Virginia driver's license. Possession of a CDL license or the ability to obtain.

Supervisory experience and possession of a valid Class 1 Wastewater Works Operator License from the State of Virginia is preferred yet a Class 2 License will be considered if the applicant acquires a Class 1 License within an established timeframe.

Knowledge, Skills, and Abilities

- Knowledge of the City's policies and procedures.
- Knowledge of wastewater treatment, Sanitation Engineering, Chemistry, or Biology to include proper sampling techniques and required laboratory analysis.
- Knowledge of Windows based programs commonly used in the wastewater industry.
- Knowledge of modern wastewater treatment plant principles, practices, methods, and procedures.
- Knowledge of the plant Supervisory Control and Data Acquisition (SCADA) software program as well as the plant computer operated alarm software program.
- Knowledge of and the ability to operate and trouble-shoot equipment and tools used in the operation of the Plant, including sludge disposal equipment, agricultural tractor, spreader, and tillage equipment, all laboratory testing apparatus, belt filter presses, pumps, programmable samplers, chemical feed systems, and various motor vehicles, including CDL tank and dump truck.
- Ability to act as a representative of the City to the public.
- Ability to efficiently, and effectively direct the work of others.
- Ability to effectively communicate both verbally and in writing with State agencies, customers, County Government personnel, employees in other departments, suppliers, supervisor, and subordinates.
- Ability to operate a personal computer and input and retrieve data.
- Ability to develop a cohesive work unit capable of performing a multitude of tasks
- Ability to accurately read and record data, charts, and gauges, read and comprehend State and Federal regulations regarding wastewater treatment, perform basic math skills, operate standard office equipment, including telephone, facsimile machine,

electronic mail system, calculator, personal computer, and to understand verbal and non-verbal instructions.

- Ability to perform as a team member and through positive words and actions, support co-workers and City policy.
- Ability to respond properly in emergency situations and to complete assignments under pressure.
- Ability to respond politely to customers, co-workers, management, and to the general-public.
- Ability to work a 24-hour, on call status, handling any emergencies that may arise.
- Ability to use or repair small, medium, and heavy equipment and machinery.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.