

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB206 WPC Operations Supervisor
POSITION #/TITLE: 0085, 0289, 0344, 0523, 1474 Water Pollution Control Operations Supervisor	Adopted: 07-97
	Revised: 05-08

POSITION DESCRIPTION

Dept /Division: Utilities/Water Pollution Control	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 0315/NB205/WPC Operations Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Knowledge and Skills Exam, Requires use of SCBA
Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Hearing, Respirator, Protective Clothing, Fall Protection, Gas Monitor	

General Statement of Duties

Supervises the operational processes and activities for the water pollution control facility; does related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of plant operators and assumes primary accountability for assigned shift.

Examples of Essential Work (Illustrative Only)

Plans, organizes and supervises the operation of the City's water pollution control facility and ensures all personnel are in compliance with plant safety and operational procedures;
 Makes daily work and equipment assignments;
 Establishes job priorities and time frames for solid and wet process operators;
 Performs operational tasks to assist operators and other plant personnel control plant processes;
 Monitors operation of plant processes through interaction with operators, computer, systems, closed circuit television and field inspections and interprets information obtained, troubleshoots problems and directs and makes necessary adjustments;
 Coordinates daily maintenance requirements between the maintenance section and the operations section;
 Develops process policies and procedures for the water pollution control system critical processes, start-up, shut down, maintenance, training and operation;
 Monitors completion of job assignments to ensure compliance with standards and instructions, revises instructions and time frames as necessary and ensures maintenance of logbooks, records and other documentation;
 Reviews employee time sheets for accuracy and submits to Operation Manager;
 Trains employees on equipment, task procedures, work standards and proper safety procedures;
 Coordinates bid specifications with Purchasing Services;
 Initiates action requests for equipment repair, lab tests, operator tasks and computer system changes;

Purchases or orders supplies necessary to complete assigned projects;
Conducts project design and monitors for completeness of specification requirements;
Conducts inspections, start-ups, shutdowns, confined space entry and emergency response and ensures that tools, materials and safety equipment are maintained in good condition;
Maintains inventory of necessary parts for completion of projects;
Wears and properly uses safety equipment including personal protective, fall protection equipment, self-contained breathing apparatus and gas detection equipment;
Assists Operators in the performance of their duties as needed;
Operates ground level and overhead valving and performs simple laboratory tests;
Interacts with the public through phone and personal communication;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends meetings, conferences and workshops;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in water and sludge treatment and operational maintenance and repair;
Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures;
Thorough knowledge of water and sludge treatment facility operations and safety practices;
Thorough knowledge of OSHA permit-required confined space entry protocol, respiration protection standards, public right-to-know laws, CPR and first aid.
Good knowledge of computer operations for water pollution control plant process control and data handling;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to read and interpret operational procedures, electronic schematics, chemical and gas formulas and warnings, blueprints and plans;
Ability to operate and instruct personnel in the operation of tools and machinery used in sludge and water treatment;
Ability to communicate effectively and maintain effective working relationships with other City employees, the Water Pollution Control, Operations Manager, Maintenance Manager, operations and maintenance personnel, contractors and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing production standards and performance, flow rates, chemical and gas utilization rates, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in environmental science, engineering, biology or related field; and
Considerable experience in wastewater treatment and sludge processing and some supervisory experience; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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Grade III Wastewater Operator License issued by the State of Iowa.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to operate water pollution control facility controls;

Sufficient manual dexterity which permits the employee to operate controllers and tools used in the installation, maintenance and repair of pumps and discharge systems;

Sufficient personal mobility which permits the employee to operate machinery and work in confined spaces.