

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** OPERATIONS SUPERVISOR - WASTEWATER TREATMENT      **UNION:** 231  
**CLASS TITLE:** Program Manager I      **SG:** 11  
**DEPARTMENT:** Public Works - Operations      **CS:** N  
**EEO4CODE:** PR

#### **JOB SUMMARY:**

The Operations Supervisor - Wastewater Treatment is responsible for supervision and direction of wastewater primary, advanced secondary, and incineration plants, processes, and control systems, and is responsible for recommending budgets, standards, and technical systems to ensure continuous and proper operation of the wastewater treatment plant. Error or negligence in supervision or performance could jeopardize Wastewater facilities and put public health at risk; result in loss of life, property, financial resources, and equipment; and violate water quality, air, and other standards. Works under the Washington State regulations and procedures for wastewater treatment as well as City and departmental policies and procedures.

#### **SUPERVISORY RELATIONSHIP:**

Reports directly to the Public Works Superintendent - Plants. Works independently under general supervision. Maintains close working relations with operations supervisors and other city personnel. Supervision of Plant Operators is a joint responsibility with the Chief Operator - Water Treatment. Serves as a member of the plant operations management team.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Plans, organizes, and directs the day-to-day operation of the wastewater treatment plant. Schedules work activities and personnel, and arranges for supplies and equipment as needed. Determines service levels and establishes operating criteria for operators. Reviews operation and recommends facility improvements.
2. Jointly responsible for plant operator supervision with the Chief Operator - Water Treatment plant including recommending employee hiring, training, supervision, evaluations, disciplinary actions, vacation scheduling, etc., of plant operators. Also supervises plant incineration personnel and provides training for skills development, safety and working with hazardous materials.
3. Performs project, plant operations team, vendor, and consultant responsibilities.
4. Coordinates wastewater and incinerator operations with maintenance and laboratory activities to minimize operational conflicts and optimize process control.
5. Recommends preliminary annual budget for the section; includes researching information for capital expenditures, and performing cost analyses for items such as energy costs, incineration process, odor control, and oxygen generation.
6. Develops and implements policies and procedures for proper operations of wastewater primary, secondary, and incineration facilities.

**ESSENTIAL FUNCTIONS OF THE JOB:** (continued)

7. Prepares reports and planning documents and performs other administrative duties in accordance with City and department policies and procedures, state and federal wastewater quality regulations.
8. Troubleshoots system and unit problems, suggests performance improvements, and keeps up on operating activities, equipment, and systems.
9. Assists the Superintendent - Plant Operations on capital projects for plants and other facilities which may include providing operating data to engineers, reviewing construction documents, or recommending changes appropriate to operations. Also works with engineers and other persons on capital improvement plans.

**ADDITIONAL WORK PERFORMED:**

1. Facilitates and performs public education and community relations activities.
2. Plans and implements improved wastewater treatment management, quality, reporting, and monitoring systems to meet new or revised wastewater treatment standards.
3. Performs other duties and responsibilities as assigned.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- Knowledge of technical standards and procedures required for the operation and maintenance of a wastewater treatment facility involving multiple advanced unit processes associated with secondary treatment such as pure oxygen activated sludge, sludge incineration, and computer based control systems.
- Knowledge of computer applications to process control, scheduling, data recording, and reporting.
- Excellent written and oral communication skills for working with a diversity of personnel and citizens.
- Strong skills in leadership, supervision, problem analysis, and decision making, planning and scheduling, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Ability to attain skills in cost analysis, budget development, and analysis.
- Ability to identify problems and perform basic troubleshooting on machinery and associated systems.
- Ability to establish and maintain effective working relations with employees, engineers, vendors, colleagues and supervisors.
- Ability to identify training needs, develop materials, and instruct operators.
- Ability to formulate written policies and procedures.
- Ability to courteously and tactfully receive and respond to emergency calls from the public.
- Willingness to accept on-calls status and be available to respond to on-call circumstances.
- Ability to lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Physical ability to perform essential functions of the job, including infrequently lifting up to 50 pounds.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Two years vocational or college coursework in technical areas such as environmental science, civil engineering, and/or computer technology.
- Four years of experience required in wastewater-related plant operations industry involving automated systems and advanced unit processes associated with secondary treatment. Must include two years of supervisory experience with responsibility for leadership, scheduling, training and skills development. Experience with full responsibility for plant operations preferred.
- Familiarity with computer technology required.
- A combination of education and experience that provides the applicant with the required skills and abilities will be considered.
- Valid Washington State driver's license and a good driving record. A three-year driving abstract must be submitted at the time of hire.
- Must pass job-related physical capacities evaluation prior to hire.

**NECESSARY SPECIAL REQUIREMENT:**

- Must have or be able to obtain a Washington State Department of Ecology certification as a Group IV Wastewater Treatment Plant Operator within one year of employment.
- Note: Substitutions for education and training requirements are available as outlined in Washington Administrative Code 173.230.061, 10/23/87.

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