

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Supervisor, W.R.P. Operations	<b>Job Code:</b> 2533
<b>Date:</b> September 1, 2010	<b>EEOC Code:</b> SC
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered

**DEFINITION:** This is skilled supervisory and operations work in the Water Reclamation Plant.

**CLASSIFICATION STANDARDS:** The position assigned to this class is responsible to the Water Reclamation Plant Manager and/or the Assistant Water Reclamation Plant Manager and performs all assigned work under his/her very general supervision. The work of this class is distinguished from that of other operators by its emphasis in supervising Reclamation Plant operations and activities and application of specialized operations knowledge.

**ESSENTIAL DUTIES:** Function as Direct Responsible Charge of plant operations as defined by Utah Code; supervise and participate in the activities of a work unit including operating process equipment, monitoring controls, and recording readings; aid in sampling and testing of wastewater; inspect facilities for operational status; recognize changes in normal operations environment, determine causes, and direct the resolution; make needed process control calculations and adjustments to ensure adequate solids removal; participate in biosolids management; ensure operational activities are completed accurately and efficiently and within established guidelines and safety standards; direct staff programs for operators and relief operators and advise them on technical matters; prioritize needed plant repairs and improvements in coordination with the maintenance supervisor; implement preventative maintenance programs; monitor contracted work involving plant upgrades and modifications; perform operational duties of lower level treatment plant operators as needed.

Supervise, plan, and coordinate the work of assigned personnel including scheduling and prioritizing workload and assignments; review work of subordinates and ensure all work is performed in compliance with applicable rules and regulations; advise and assist subordinates in their work; assist with employee training and certification programs; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline or rewards as needed; assist with hiring decisions including hiring and firing of Plant staff; maintain inventory; initiate requisitions; track purchase orders, equipment, and supply bidding; aid in preparation of reports for state agencies; maintain records; instruct operators on record keeping procedures and plant functions; guide tours of citizens through treatment plant; assist other staff members as needed; and perform other related duties as required.

**MINIMUM REQUIREMENTS:** High school diploma or its equivalent; and six (6) years of qualified water treatment plant operator experience, three years of which must have been at a level equivalent to a certified grade II operator. Up to 2 years of additional education may be substituted for an equivalent amount of general operator experience. Relevant and specialized operator training may be substituted for education requirement, where 25 Continuing Education Units is equivalent to 1 year of education.

License(s). Unrestricted Grade IV Utah State Waste Water Plant Operator certification and a valid, lawful commercial drivers license are required.

**SELECTION FACTORS:** *Knowledge of:* functions and operations of a water reclamation plant and its processes; proper procedures for testing and treatment of waste water; lift stations and its functions; supervisory control and data acquisition (SCADA) system; basic math, chemistry, physics, mechanics, dynamics, biology, and hydraulics; applicable rules, regulations, and laws governing water reclamation operations; policies and procedures established for the work system; basic English composition, spelling, and grammar; modern supervisory and performance evaluation techniques and methods. *Skill in:* resolving operational and equipment problems; supervising and organizing work of assigned personnel; designing effective work processes; repairing various equipment. *Ability to:* perform work with speed and accuracy; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgement while evaluating situations and in making determinations; organize assigned work and develop effective work methods; organize and direct workload of others; prepare clear, concise, accurate, and informative reports; work effectively on individual or team projects.

**TOOLS AND EQUIPMENT USED:** Mechanical, electrical, and pneumatic hand tools; precision tools such as micrometers, dial indicators, and specialized monitoring and calibration equipment including multi meter; laboratory equipment; backhoe, loader, dump trucks, and tractor with trailer; pressure washer; welding and cutting equipment; various light and heavy equipment; portable pumps; generators; telecommunications equipment; computers and applicable software programs; radio; and various office equipment.

**PHYSICAL DEMANDS:** Requires physical strength and agility to perform the work including lifting up to 50-75 lbs, climbing ladders, descending into manholes, bending, reaching, working on scaffolding, climbing stairs, working in tight quarters, remaining on feet for extended periods of time, and other physical tasks involved in Plant operations and maintenance.

**ENVIRONMENTAL FACTORS:** This work may require exposure to adverse weather conditions, odors, dangerous gases, confined spaces, hazardous conditions such as open and aerated tanks, high places, explosive conditions, electrical hazards, and so forth. May occasionally include exposure to high-stress situations or environments. *Note: Employee of this class will be subject to on-call status and will respond to emergency alarms.*

  
 \_\_\_\_\_  
 Department Director

8-31-10  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

9-1-10  
 \_\_\_\_\_  
 Date

*NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*