

MAJOR FUNCTION

This is skilled supervisory work in the operations of a wastewater plant on an assigned shift. The incumbent assumes total responsibility for the plant during late shifts, weekends and other periods when the plant supervisor is absent. Work requires the use and exercise of independent judgment and is performed under the general supervision of the Supervisor-Wastewater Plant and is reviewed through conferences and evaluation of plant operating reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises the work of wastewater operators and others assigned to a shift in the operation of treatment process control, chlorination facilities, chemical feed equipment, heat exchangers, thickeners, dryers, acid and anaerobic digesters, dewatering equipment, sand filters, pumps, motors, and other plant equipment. Checks to see that all employees are taking readings as required and doing their assigned jobs. Makes periodic inspections of equipment to see that it is functioning properly. Issues clearances on all equipment that is out for repair. Assists shift personnel in training. Prepares necessary paperwork. Monitors the status of all safety systems such as fire protection and the compliance with safety rules. Recommends the hire, transfer, promotion, grievance adjustment, discipline and discharge of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Supervises clean-up of wastewater equipment and buildings before change of shift. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Possesses a thorough knowledge of the procedures and techniques essential to the operation of a wastewater treatment plant. Has the knowledge of the operating principles, running adjustments and capabilities of all plant machinery and equipment. Possess a thorough knowledge of the treatment and testing of wastewater. Possesses a thorough knowledge of the hazards and safety precautions of the work. Ability to read and interpret measuring and testing devices connected with plant operation and to keep proper log records and readings. Ability to analyze the condition of equipment to detect flaws or defects in operation and to make appropriate steps to correct defective equipment or hazardous working conditions. Possesses the ability to direct and review the work of subordinates. Skill in the use and care of the tools and equipment of the trade. Have extensive knowledge of and skill in the operation of four-stage treatment plant process and chlorine feed and sodium hypochlorite disinfection equipment.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and six years of experience that includes wastewater treatment plant operations and maintenance, or an equivalent combination of education and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Must possess a Class A Florida Wastewater Plant Operator's Certificate at the time of appointment.

Must be medically certified to wear a Self-Contained Breathing Apparatus (respirator) and pass a respirator fit test prior to employment.

Established 01-01-11