CLASS TITLE: TREATMENT PLANT OPERATIONS SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for planning, technical, administrative, and supervisory work in the operation of a water or wastewater treatment plant, other associated remote installations and performs other related assigned duties.

ESSENTIAL TASKS:
- Supervises, evaluates and trains employees as needed to meet all State and Federal regulations.
- Directs daily operations of plant safely and efficiently.
- Maintains adequate staffing, adjusts schedules, and processes digital time cards.
- Monitors chemical usage and maintains sufficient inventory.
- Purchases, stocks, and issues supplies, tools, and safety equipment.
- Gathers, reviews and prepares data for routine reporting.
- Coordinates corrective and preventative maintenance.
- Coordinates outages of plant equipment with internal and external entities.
- Manages budget for equipment and supplies.
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in sanitary, environmental or industrial engineering, environmental health, water or wastewater technology or a related field and four (4) years of experience in the operation of a water or wastewater treatment plant; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee shall be eligible for the equivalent of a one-step increase in salary upon obtaining relevant Class "A" Water or Wastewater Operator's License as issued by the Oklahoma Department of Environmental Quality (ODEQ).

Knowledge, Abilities and Skills: Considerable knowledge of chemical, physical, or biological water or wastewater treatment processes; considerable knowledge of the principles and operating methods used in a water or wastewater treatment plant; good knowledge of the occupational hazards and appropriate precautionary safety measures; good knowledge of sampling, testing and analyzing water and wastewater; good knowledge of additive chemicals and routine chemical tests; and good knowledge of the occupational hazards and appropriate precautionary safety measures. Ability to quickly identify plant operating problems and initiate corrective adjustments in plant processes; ability to make operating adjustments on mechanical plant equipment; ability to keep detailed records and to prepare reports of plant operations and activities; ability to assign, supervise and review the work of subordinate personnel; ability to communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 50 pounds; occasional carrying, pushing and pulling up to 50 pounds; may be subject to walking, standing, reaching, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "B" Water or Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) and must obtain an "A" license within eighteen (18) months of hire date; and possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and outdoors and in inclement weather with possible exposure to hazardous chemicals/materials; and must be available 24 hours-7 days a week and carry cellular phone.
Class Code: 1168
EEO Code: E-03
Pay Code: EX-40

Group: Labor and Trades
Series: Labor and Trades Supervision

Effective date: April 16, 2019