

CITY OF CHATTANOOGA
Classification Specification Title: Plant Liquid Operations Supervisor
(Wastewater)

Department: Wastewater

Pay Grade: WWFG.09E

Supervision Received From:

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 6/29/07

**Revision Dates: 4/3/25;
10/20/23; 8/08/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising daily assigned wastewater plant operations. Duties include supervising subordinate staff; overseeing the operations and maintenance of primary and secondary wastewater treatment systems, cryogenic plant, wet weather storage facilities, effluent disinfection systems and digester operations; developing data collection tools and methods; preparing a variety of reports and logs; overseeing inventory; monitoring and enforcing compliance with applicable regulations; developing and implementing standard operating procedures; and overseeing the work of external contractors. Work requires limited supervision and the use of independent judgment and discretion. May fill in as Plant Manager if needed.

SERIES LEVEL:

Plant Liquids Operations Supervisor is the fifth level of a six-level wastewater plant operations series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises lower-level wastewater plant operations staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations. Responsible for shift time management, to include: scheduling; approval of leave/absence requests; accurate reporting and corrections to time entries prior to being submitted to payroll.

Develops and implements operational procedures to improve operations and solve process problems, including operational procedures for the utilization and operation of new equipment.

Monitors compliance with applicable codes, laws, rules, regulations, standards, policies and procedures related to employees, safety, and government requirements.

Coordinates, monitors and provides technical assistance to external contractors. Evaluates the work of external contractors and initiates payment requests.

Reviews and analyzes a variety of reports, logs, operational data sheets, charts, diagrams, invoices, laboratory data, drawings, specifications, manuals, and/or other applicable items.

Develops and maintains computerized data collecting databases and/or spreadsheets.

Estimates personnel, material, chemicals, supplies, tools and equipment requirements for assigned jobs; ensures that all necessary materials, supplies, and equipment are available; ensures the proper maintenance of equipment and tools.

Initiates purchase requests and work orders for needed materials and for plant repairs and improvements.

Responds to questions and complaints from the public and other agencies; coordinates work with other departments and outside agencies as needed.

Develops plant and pump station sampling programs.

Creates a variety of forms for utilization in recording collection data. Participates in/on a variety of meetings, committees and/or other related groups in order to receive and/or convey information.

Prepares periodic and special reports of work performed; prepares and maintains a variety of written and computerized reports and records.

Prepares and disseminates wastewater monitoring, water reclamation, sanitary sewer overflow and/or other reports required by external government agencies.

Oversees, monitors, inspects and evaluates the efficiency and effectiveness of wastewater plant, collection systems, pump station operations, stormwater pump stations, levee systems and/or sewer overflow treatment systems. Works with contractors and vendors.

Uses, carries and answers cell phone calls for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: High School Diploma or General Education Diploma (GED) and five (5) years progressively responsible experience working in a wastewater treatment plant, including two years as a Chief Plant Operator at the Moccasin Bend WasteWater Treatment Plant

or similar-sized wastewater treatment facility; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid Driver's License.

State of Tennessee Grade IV Wastewater Treatment Plant Operator Certification required or the ability to obtain it within twenty-four (24) months of hire date.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; methods, materials, tools and equipment used in the operation, maintenance, repair and installation of wastewater collection and treatment systems and facilities; safe work methods and safety practices pertaining to the work; operation and maintenance of a wide variety of tools and equipment utilized in the trade; principles of electronics; mathematical concepts; database management principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; current wastewater treatment principles and practices; wastewater sampling and standard process control tests; safety and public health rules, codes and regulations pertaining to the work; methods and precautions in storing and handling hazardous materials and chemicals; mechanical electrical and hydraulic principles as they relate to the operation of wastewater collection and treatment systems; operation of preliminary, primary, secondary and tertiary treatment systems, activated sludge plants, odor control and solids handling systems and, chemical feed systems and water reclamation methods.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing and maintaining a variety of accurate written and computerized records and reports pertaining to the work; reading and interpreting plans, maps, specifications and manuals; operating and maintaining tools and equipment utilized in the trade; identifying and implementing effective courses of action to complete assigned work; coordinating crew assignments with those of other departments and/or external agencies; estimating labor, material and equipment needs; interpreting plant piping and collection system diagrams; interpreting process control tests and directing the adjustment of plant operations accordingly; analyzing and making recommendations for improved methods and procedures; operating and performing maintenance to wastewater plant equipment; developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of plant facilities; inspecting plant facilities and recognizing inefficient, unusual and/or dangerous operating conditions; maintaining records of plant operations and preparing oral and written reports and correspondence; maintaining adequate stock levels and requisitioning materials and supplies; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up-to 20 pounds of force occasionally, and/or

up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.