

CITY OF CHATTANOOGA

Classification Specification Title: Solids Operations Supervisor (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09E

Supervision Received From: Assistant Director Operations

FLSA Status: Exempt

Supervisory Responsibility For: Plant Operator 1;

Established: 6/29/07

Plant Operator 2; Plant Operator 3; Scale Operator; Truck

Revision Dates: 4/4/25;

Driver

10/20/23; 10/03/22

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 solids dewatering processes; 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.

SERIES LEVEL: The Plant Solids Operations Supervisor is the sixth level of a seven-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.)

May supervise 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.

May develop and implement operational procedures to improve operations and solve process problems, including operational procedures for the utilization and operation of new equipment.

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

Coordinate, monitor, and provide technical assistance to external contractors. Evaluates the work of external contractors and initiates payment requests.

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

May develop and maintain computerized data collecting databases and/or spreadsheets.

Estimate 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.

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

May develop plant sampling programs, Chain-of-custody forms and protocols.

May create a variety of forms for utilization in recording collection data.

Participate in/on a variety of meetings, committees, and/or other related groups in order to receive and/or convey information.

Prepare periodic and daily 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.

Oversee, monitor, inspect, and evaluate the efficiency and effectiveness of wastewater plant, Sludge Solids collection and flows and Stabilization process as well as sampling and release of Biosolids for land application.

May work with contractors and vendors.

May use, carry, and answer their cell phone 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.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED and five (5) years progressively responsible experience working in a wastewater treatment plant.

LICENSING AND CERTIFICATIONS: A valid Driver's License. Grade IV Tennessee Wastewater Certification.

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; and, 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 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, work space 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.