

WATER/WASTEWATER PLANT OPERATIONS SUPERVISOR

PURPOSE AND NATURE OF WORK

Positions in this classification are responsible for the administration and supervision of daily operations of either wastewater treatment plants or ground water production and treatment plants. Incumbents work under the general direction of the Water/Wastewater Operations Manager and have supervisory responsibility for plant operating personnel.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Interprets chemical and bacteriological tests and makes changes in treatment operations accordingly. Reviews blueprints, drawings, plans, and specifications used in the construction, maintenance, or repair of the related machinery, service lines, and/or plant facilities. Requisitions and inspects the delivery of supplies and materials. Organizes and directs the installation and maintenance of new machinery or plant facilities. Assists with long range planning of facilities, personnel, equipment, etc. Prepares required reports for various state and federal agencies. Interviews job applicants; reviews recommendations for promotion, disciplinary action, and other personnel actions. Insures proper training of division employees. Plans, lays out, and reviews the work of subordinates. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the material, equipment, machinery, and techniques used in the operation of wastewater treatment plants, or ground water production and treatment plants, depending on area of assignment.

- Knowledge of current developments in the field.
- Ability to plan, layout and supervise the work of subordinates.
- Ability to keep records and prepare clear and concise reports.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, employees and the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in chemistry, sanitary or civil engineering, or related field, and progressively responsible experience in municipal water or wastewater treatment.

NECESSARY SPECIAL REQUIREMENTS (Depending on area of assignment)

Incumbent must possess the Class IV Water Treatment and Water Production or Wastewater Treatment certification examination as administered by the State of Louisiana, within 3 years of appointment.

- Must be capable of reporting to the worksite within one hour of being notified.