

**CITY OF SULPHUR**

**DEPARTMENT OF PUBLIC WORKS**

**NOTICE OF VACANCY**

**POSITION: WASTEWATER PLANT SUPERVISOR**

**APPLICATIONS SHOULD CLEARLY DESCRIBE APPLICANT'S QUALIFICATIONS AS IDENTIFIED IN THE JOB DESCRIPTION. COPIES OF CERTIFICATIONS MUST BE PROVIDED. ANY OFFER WILL BE CONTINGENT UPON THE APPLICANT PASSING POST INTERVIEW EVALUATIONS.**

**INTERVIEW(S) WILL BE SCHEDULED BETWEEN JUNE 17, 2008 AND JUNE 23, 2008.**

**APPLICATIONS ARE DUE BY 12:00 NOON, JUNE 16, 2008**

## **WASTEWATER PLANT SUPERVISOR**

**DEFINITION:** Under the direction of the Director of Public Works or his/her designee, plans, organizes and supervises the programs and activities of a wastewater treatment plant and its related facilities.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:** Essential and other important responsibilities and duties may include, but are not limited to, the following:

**ESSENTIAL FUNCTIONS:** Implements City and department goals, objectives, policies and priorities; plans, organizes and directs the overall operation and maintenance of the wastewater treatment plant, laboratory and related facilities to meet permit requirements; trains personnel in the proper operation and maintenance of treatment plant equipment; supervises the operations and performance of the laboratory; estimates and schedules work; recommends equipment purchases; develops and administers a plant maintenance program; keeps abreast of all laws and regulations relating to the plant's operation; ensures proper reporting of required information to all regulatory agencies; supervises the maintenance of records; prepares reports on plant activities; maintains an adequate inventory of supplies and equipment; prepares an annual budget; oversees the City's Industrial Pretreatment Program; works with all related divisions of the Public Works Department and other city departments; supervises, trains and evaluates employees within the wastewater division; maintains security at the wastewater treatment plant; and recommends organizational changes for the division under the direction of the Director of Public Works..

**MARGINAL FUNCTIONS:** Performs related duties as assigned.

**QUALIFICATIONS:** *Knowledge of:* Materials, methods, practices and equipment used in the operation and maintenance of wastewater treatment facility; principles and objectives of laboratory analysis; principles of supervision and management; State and Federal standards applicable to wastewater treatment and industrial pretreatment; and safe work practices.

*Ability to:* Plan, organize, and supervise the operation of a wastewater treatment plant; supervise laboratory analyzes and interpret results; operate all wastewater treatment plant equipment; supervise and assist in the repair and maintenance of various plant equipment; direct an effective preventive maintenance program; maintain accurate records and prepare concise reports; establish and maintain cooperative working relationships with superiors, employees, public and private agencies, and the general public; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and assigned office equipment; maintain mental capability of making sound decisions and demonstrating intellectual capabilities; read, understand and follow oral and written instructions and diagrams; to inspect, detect operational deficiencies and develop corrective actions; bend, lean and twist parts of the body for extensive periods of time while sitting, standing or walking; walk five (5) miles per day; ascend and descend stairways; tolerate working on elevated structures or platforms; maintain balance in elevated working conditions; work outdoors in temperature between 100 degrees F and 20 degree F, lift up to 50 pounds, use a PC, demonstrate proficiency in word processing software and spread sheet; demonstrate proficiency in use of other software applicable to wastewater treatment office operation.

**EDUCATION AND EXPERIENCE:** *Education:* High school diploma or equivalent. *Experience:* Five (5) years of increasingly responsible experience in wastewater treatment plant operations including at least two (2) years in a supervisory capacity.

**LICENSES AND CERTIFICATIONS:** Possession of a valid Class E Louisiana driver's license, possession of a Valid Level IV Wastewater Treatment and Collection Operator's Certificate issued by the State of Louisiana. An individual hired with an out of state equivalent certificate must obtain a Level IV certificate from the State of Louisiana within twelve (12) months of employment.

**WORKING CONDITIONS:** Work in an office and wastewater treatment plant environment; sustained posture in a standing, walking or seated position for prolonged periods of time; travel to attend a variety of meetings, climbing stairs; work above ground level on elevated platforms.

**SPECIAL CONDITIONS:** Ability to wear and use SCBA units as regulated by OSHA.