



JOB DESCRIPTION

Title: **WASTEWATER SUPERVISOR**
Department: Public Works/Wastewater
Class Code: 7777
FLSA Status: Non-Exempt
Effective Date: July 1, 2018

GENERAL PURPOSE

Under the general supervision of the Water Superintendent, performs the following activities to ensure compliance with local, State and Federal regulations. Supervises the work of sewer division personnel, oversees projects pertaining to the maintenance, construction, and operations of Murray City's sanitary sewer system.

EXAMPLE OF DUTIES

- *-- Supervises the day to day operations and maintenance of the wastewater collection system including but not limited to, the daily work activities of the crews, making sure the crews are properly equipped to perform jobs safely, makes final accuracy checks on all projects in progress and completed.
- *-- May make final decisions in the absence of the Water Superintendent.
- *-- Assists in the development, implementation and maintains all aspects of Murray City's Sanitary Sewer Management Program.
- *-- Assists in selection, training, evaluation of full time and part time employees; supervises, motivates and assists in disciplining employees.
- *-- Coordinates workload of crews; prioritizes job assignments; generates work orders, keeps records and develops reports of work activities.
- *-- Oversees the daily cleaning and inspection program as well as the maintenance of lift stations within Murray City's collection system.
- *-- Assigns daily work to crews and monitors the progress of each work assignment.
- *-- Assists Fleet Manager as needed in writing specifications for specialized sewer equipment.

- *-- Keeps an inventory and makes purchases of needed materials and equipment.
- *-- Reviews plans to ensure compliance with Murray City specifications.
- *-- Performs and documents inspections for all sewer line construction activities.
- *-- Coordinates mapping updates of the City's sewer system, including private sewer mains and laterals with the City's GIS division.
- *-- Responsible for overall field maintenance decisions that arise through unusual situations.
- *-- Responds to citizen complaints, questions, and inquiries related to sanitary sewer system.
- *-- Assists in snow removal and flood control as needed.
- *-- Provides technical assistance and consults with other city departments and divisions.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or equivalent.
- Three (3) years of experience as a Wastewater Tech III or five (5) years of experience in the wastewater construction, maintenance and equipment operation fields, with at least two (2) of those years working in a supervisory capacity, or any equivalent combination of education and experience.

Special Requirements

- Must be able to obtain Level IV Wastewater Collections Certification within six (6) months of appointment.
- Must possess a valid Utah Commercial Driver's License with tanker endorsement.
- Performs duties on the trouble truck and must be generally available and respond within 30 minutes to emergency "call outs" at any time of day, year-round, regardless of weather conditions.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of equipment operating principles and procedures; thorough knowledge of the hazards and safety procedures, including equipment operations, high traffic areas, noise, excavations and confined space entry procedures.

- Knowledge of mapping and pipeline locations within Murray City's sanitary system.
- Must possess computer skills.
- Some knowledge of hydraulics, chemistry, and biology.
- Skill in the operation of assigned equipment.
- Ability to follow and teach standard safety practices and procedures common to equipment operation and maintenance work. Ability to create effective working relationships with employees and the general public; ability to effectively motivate employees to work; ability to read and interpret plans.
- Ability to work in adverse conditions and to operate assigned equipment under varying conditions; ability to perform minor equipment maintenance and repair; ability to follow standard safety practices and procedures common to equipment operation work; ability to follow written and verbal instructions.

TOOLS & EQUIPMENT USED

- May include knowledge of operation and use of motorized vehicles and equipment including dump truck, pickup truck, utility truck, high pressure cleaning machines, closed circuit TV equipment, tapping drill, pumps, generators, backhoe, loader, common hand and power tools, shovels, wrenches, radio, phone, computer, copy or fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk and talk or hear. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

- The noise level in the work environment is usually loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.