

# City of Lake City, FL

## Classification Description

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Classification Title: Wastewater Maintenance Supervisor

Pay Grade: ~~12~~-5+

Department: Wastewater

FLSA Status: Exempt

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### General Description

This is supervisory work responsible for continuous, twenty-four hour operation an efficient process control of the wastewater treatment plants and Sprayfield/Wetlands as necessary. Work is performed under the general direction of the Wastewater Director.

### Nature of Work

#### Essential Functions:

- Supervises employees, inspects treatment Plants and Wetlands/Sprayfield equipment.
- Prepares operational and other written and verbal reports.
- Prepares work schedules. Evaluates work performed by employees.
- Coordinates between maintenance and operations.
- Supervises plant maintenance and equipment repair.
- Keeps inventory of equipment and maintenance schedules.
- Acquires quotes and/or estimates for budgetary purposes or needed repairs.
- Evaluates mechanical failures and schedules work orders.
- Conducts employee safety and other training.
- Supervises and schedules grounds maintenance.
- Ensures safe operating conditions.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses computers for word processing and/or accounting purposes. Supervises the use and

## WASTEWATER MAINTENANCE SUPERVISOR

repair of heavy equipment and plant equipment.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the occupational hazards to worker's health and individual safety involved in the wastewater treatment plants and Sprayfield/wetlands.
- Ability to apply these rules and knowledge to assure precautionary measures are in place and adhered to;
- Ability to diagnose equipment failures or malfunctions and assign appropriate individual to perform the repairs;
- Ability to organize, establish priorities, supervise technical employees and to assure high quality operations at all times;
- Ability to develop sound record keeping procedures and to prepare accurate records;
- Ability to understand complex directions and to follow moderately complex prints and sketches;
- Ability to prepare written reports and to be able to present them orally and professionally; and
- Ability to communicate effectively in writing and orally.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma (GED) and five (5) years of experience in the operation and maintenance of mechanical, electrical, chemical feed systems and process control of a modern, wastewater treatment plant. Must have a valid Florida Class "B" Commercial Driver's License (CDL).

### ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth Perception
- Distinguish colors
- Walking
- Standing
- Bending
- Smelling
- Tasting
- Driving

**Environmental Conditions:**

- Works inside
- Works out-of-doors in various weather conditions with: noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, slippery surfaces, uneven surfaces, in or with moving objects and odors
- Works at heights (up to 60 feet)
- Works in poor lighting
- Works with vibrations

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_