

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** ~~September 2024~~ ~~March 2014~~

**Position Title:** Water/Wastewater System Operation  
Specialist Supervisor

**Status:** Exempt

**Department:** Public Works – Water and Sewer

**Approved:** \_\_\_\_\_

**Accountable to:** Public Works Director

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**Primary Objectives**

Performs supervisory and skilled preventive and maintenance work on the City's water and wastewater treatment facilities and systems; performs related duties as required.

**Supervision Received**

Works under the general supervision of the Public Works Director.

**Supervision Exercised**

Provides general and technical supervision to Water/Wastewater Operators and seasonal staff.

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**MAJOR AREAS OF ACCOUNTABILITY**

- \* 1. Oversees the daily operation of the city's water and waste water systems. Plans, schedules, ~~oversees~~, directs and participates in performing technical, maintenance and repair work to ensure the City's water and wastewater systems are operating properly and remaining in compliance with the regulatory agencies limits.
- \* 2. Supervises staff including: assigning and directing work of subordinate employees, recommending discipline of other employees, including suspension and discharge, assisting with the hiring process, answering questions and advising staff on difficult problems or concerns, recommending adjustment of subordinate employee grievances, coaching, training, assisting with performance reviews and advising the Public Works Director.
- \* 3. Maintains a variety of logs, records and submits reports to regulatory agencies including the MPCA, MDH, and the DNR reports; advises the Public Works Director of significant problems and/or concerns.
- \* 4. Performs, plans, and/or oversees preventive and corrective maintenance and service on all department equipment, vehicles, city buildings and grounds.

- \* 5. Oversees and/or conducts daily inspections of WWTF, lift stations, WTP and well houses to ensure all systems are operating properly, chemicals are feeding properly and the system is in compliance with local, state, and federal requirements. Operations are monitored either onsite or via SCADA.
- 6. May drive to construction sites during construction season to check on work being done, timelines for completion and to ensure locates are completed before digging occurs; performs locates as needed.
- 7. Attends all ~~May attend~~ pre-construction meetings and works with engineers and contractors to ensure all City Development Standards, City Policies and Safety Procedures are followed.
- \* 8. Oversees the Water Treatment Plant ~~Monitors WTP~~ to ensure proper operation and highest quality safe drinking water.
- \*9. Oversees the Waste Water Treatment Facility ~~Monitors WWTF levels and quality and assists with discharging effluent; works with the Public Works Director to plan the proper operations of the WWTF~~ to ensure the highest quality of discharge effluent.
- \*10. Ensures all safety and operational rules, regulations, policies and practices are followed; completes, reviews and maintains records and prepares reports.
- \*11. Establishes and maintains an emergency 24-hour on-call schedule; arranges for back-up assistance in the event of system and equipment failure and for heavy storms, where resources may be insufficient to meet the City's needs.
- 12. Communicates regularly with the Public Works Director to share information and discuss solutions to problems or plans for change.
- \*13. Develops long and short-term goals for the division in cooperation with the Public Works Director and ensures implementation of approved goals.
- \*14. Inventories equipment and supplies; drafts and reviews bid specification, and recommends purchases of equipment, vehicles and materials in accordance with the approved budget and the authorized spending limit; brings unanticipated items or large purchases to the Public Works Director.
- \*15. Assists Public Works Director in preparing a draft department operations and maintenance budget. Provides input on CIP requests and monitors expenditures through the year.
- \*16. Anticipates and prepares for seasonal needs for personnel, structures, maintenance.
- \*17. Coordinates activities with other departments and organizations to avoid work delays and service interruptions and facilitates cross-training among employees to improve the overall efficiency of division operations.
- \*18. Enforces union contract provisions, personnel policies, and safety rules and practices.

- \*19. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- \*20. Assists in snowplowing operations.
- \*21. Develops and maintains a positive, productive working environment so personnel are motivated to perform to the best of their abilities.
- \*22. May assist with preparation and administration of grants.
- \*23. Attends water and wastewater seminars and classes to maintain required operator's licenses.
- 24. Attends and participates at meetings as requested.
- \*25. Responds to calls during non-working hours (On-Call) as required.
- 26. Performs other duties as needed or assigned.

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

- \* ➤ Considerable knowledge of repair, maintenance and operations associated with municipal water distribution and treatment and wastewater collection and treatment systems.
- \* ➤ Considerable knowledge of the operation and maintenance of vehicles, equipment and power tools used in water and wastewater maintenance operations.
- \* ➤ Considerable knowledge of safety laws and requirements and occupational hazards related to the operation of a municipal water and wastewater system.
  - Working knowledge of budgeting, purchasing, inventory and financial controls related to areas of responsibility. Working ability to develop and maintain accurate records.
  - Working knowledge of basic plumbing, carpentry and electrical wiring.
- \* ➤ Considerable ability to operate department vehicles, equipment and tools, sometimes under adverse weather conditions.
- \* ➤ Considerable ability to organize, schedule and coordinate the activities of water and wastewater operations.
- \* ➤ Considerable ability to communicate with and develop and maintain effective relationships with contractors, engineers, government agencies, city employees and general public.
- \* ➤ Considerable ability to express ideas on technical subjects clearly and concisely both orally and in writing and to gain voluntary cooperation, and effectively resolve citizen and employee complaints and concerns in accordance with established City policy and/or contracts.
- \* ➤ Considerable ability to adhere to federal, state and local laws, rules and requirements related to water and wastewater system operation and safety and to develop and maintain accurate records and reports.
- \* ➤ Working ability to plan for needs and improvement in the water and wastewater system and see that plans and goals are achieved.
- \* ➤ Working ability to supervise and motivate staff and to delegate authority and responsibility in a manner conducive to efficient performance and high morale.
- \* ➤ Working ability to use motor skills to assist with tasks requiring manual dexterity and to be able to lift and carry equipment, hand tools, and supplies weighing up to 50 pounds and to stand and walk, occasionally for long periods of time.

- \* ➤ Working ability to work with and around irritants, fumes, and hazardous chemicals and to work in adverse weather conditions and environments, including confined spaces.
- \* ➤ Working ability to operate a telephone or radio for work calls.
- \* ➤ Working ability to visually detect work to be done, equipment problems and supply needs.
- \* ➤ Ability to respond within a reasonable response time as determined by the City for emergency and non-emergency 24-hour on call.

## **MINIMUM QUALIFICATIONS**

- Must possess and maintain a valid CDL Class B Minnesota driver's license with tanker endorsement or ability to do so within 6 months. ~~and have three years of experience in water and wastewater operations and maintenance.~~
- Completion of an accredited two-year technical college program in water and wastewater operations or equivalent can substitute for one year of required operations and maintenance experience.
- Must possess a Minnesota Water Operator's Class C License
- Must possess ~~aand a Minnesota~~ MPCA Wastewater Operator's Class ~~A~~ License. ~~or ability to obtain within 6 months and maintain thereafter.~~
- General understanding of SCADA systems.
- Communicate with contractors, consultants and government agencies.

\* Note: Asterisked items are essential to the job.