



**BOARD OF PUBLIC WORKS  
JOB ANALYSIS SCHEDULE  
WATER/WASTEWATER FACILITIES SUPERVISOR - ADMINISTRATION - UTILITY SYSTEM  
*Exempt – Safety Sensitive***

**WORK PERFORMED:**

The Facilities Supervisor reports to the Director of Operations or General Manager. The Supervisor is responsible for the administration and operations of the Water Treatment (WTP), Wastewater Treatment Plant (WWTP), Pumphouse, and related facilities. The responsibilities include but are not limited to:

- Oversee the management and organization of WTP and WWTP personnel including scheduling, evaluations, and related supervisory duties.
- Efficient Communications with Senior Operators, Pre-treatment Coordinator, Plant Operators, other Supervisors, and other HBPW personnel are a required.
- Budgeting, monitoring, and controlling WTP and WWTP department costs
- Assigning daily tasks related to plant operations is the responsibility of the Senior Operators. Communicating and learning these tasks are important for the Supervisor to gain a better overall understanding of the WTP and WWTP Operations. The Supervisor should support the Senior Operators in these efforts.
- This position requires above average computer skills with the ability to operate email, work order systems, GIS mapping, electronic mobile workforce, and various Microsoft Office programs.
- Direction of WTP and WWTP personnel during emergency responses
- Establishment of adequate material, chemicals, and equipment inventories for system needs
- Project planning and management in coordination with the Utilities Planning and Construction Engineer for WTP and WWTP Facilities, and related pumping and storage systems.
- Ensure the WTP and WWTP maintain compliance with all Local, State, and Federal regulations
- Maintain a close working relationship with the Environmental Protection Agency, Missouri Department of Natural Resources, and other federal, state, and local agencies. Both treatment facilities have MDNR permits that require periodic reporting and communications. The Supervisor must work closely with the Senior Operators to ensure these reports are accurate and timely.
- Continuously stay up to date on changing regulations and potential future regulations in the Water & Sewer fields. This will require participation in state wide groups such as AWWA, MRWA, MWEA, NACWA, etc.
- Attend training courses to enhance knowledge of utilities, safety, treatment and management
- Involvement and knowledge of the Industrial Pre-treatment Program alongside the Pre-Treatment Coordinator and maintain a good working relationship with industrial customers. This will require and good working relationship and communication with the Pre-treatment Coordinator.
- Work closely and communicate effectively with the Utility Planning and Construction Engineer on plant operations. Review construction plans and provide inspection and project management if necessary for various projects.
- The Supervisor may be asked to perform other Supervisory duties in a back-up role to an existing supervisor or for future coverage of certain supervisory or administrative duties.

**ESSENTIAL JOB SKILLS AND KNOWLEDGE:**

- The position requires supervisory skills and experience in the management of personnel as the first priority. Experience with municipal Water Treatment and Wastewater Treatment is needed, and some knowledge of Water Distribution and Wastewater Collection systems is a plus.
- The Supervisor shall develop a working knowledge of Federal, State and Local regulations, instructions, rules, agreements, codes, standards, procedures and policies, and other written guidelines as may apply to the WTP and WWTP.
- The Supervisor will be expected to attend water and wastewater conferences and continuing education training to stay current on industry regulations develop technical and management skills. Obtaining WTP and WWTP Certifications would be a goal for the future.

## EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

**Communications:** Must maintain continuous communication with the Pre-Treatment Coordinator, Senior Operators and operators. Review of plant operations, project planning and management. Reviews log sheets from multiple facilities. Continuously update the Director of Operations and/or General Manager on activities and project status. The Supervisor must maintain a good working relationship with EPA, MDNR, and other applicable agencies. This will include written and verbal correspondence. Constant communication with the Utility Planning and Construction Engineer on projects and plant operations is necessary.

**Daily Time:** Review time entry for all Water Plant and Wastewater Plant personnel for accuracy, performance, and proper completion. Approve time off and communicate with Senior Operators to ensure all shifts are covered adequately at both treatment facilities.

**Safety:** Monitors and enforces compliance with all safety manual requirements, policies and procedures. Accident incidents and near misses shall be promptly reported. Knowledge of OSHA requirements will be applied to work assignments. Knowledge of SDS sheets, chemical hazards and safety procedures is required. Attendance at safety meeting is required of the Supervisor and his/her personnel.

**Budget:** Assist in development of the Departments' annual operations budgets, including forecasts of labor, material, equipment, chemicals, capital improvement needs, and five (5) year capital plan. Supervisor shall control budget items assigned and report variances to the Director of Operations and/or General Manager.

**Standby Duty/Emergencies:** Standby duty rotation may be required with other Supervisory Personnel to provide support and 24 hour coverage of the utility systems. The Supervisor must be available for all WTP and WWTP related emergencies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## REQUIREMENTS OF WORK:

- Successful management of plant personnel.
- Knowledge of operation and maintenance of Water Treatment Plant and Wastewater Treatment Plant systems.
- Knowledge and requirements of union labor agreements.
- Knowledge of computer system operations, electronic mobile workforce, using Windows software, SCADA System communications, work orders, GIS Utility Mapping software and systems, and related water/wastewater utility system computerization.
- Knowledge of utility fund accounting methods, purchase order systems, and public fund expenditure constraints.
- Proven skills necessary for effective leadership of subordinates.
- Ability to manage, schedule and complete multiple projects and tasks from initiation, through to completion.
- Ability to understand, issue, and follow written and oral communications.
- Ability to maintain sound working relationships with the General Public.
- Ability to maintain neat, complete, organized and accurate records.

## EDUCATIONS AND EXPERIENCE:

The Facilities Supervisor shall be a high school graduate (or GED). Multiple years of management experience is desired. A college or technical degree is preferred. Some experience in municipal treatment plant operations in preferred.

## SAFETY RESPONSIBILITIES:

The Supervisor is required to comply with all safety regulations of the HBPW. The Supervisor position is a Safety sensitive position, directly affecting the safety and wellbeing of field workers and the public. All positions must comply with the HBPW Drug Free Work Place policy.

## PHYSICAL DEMANDS:

- The physical capabilities of the Supervisor are described in relation to those needed, to successfully perform the essential job functions; however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions.
- The performance of the job requires the Supervisor to walk in rough terrain, sit, talk, hear, and use hands and fingers for job functions, ability to reach with hands and arms, and the ability to voice communicate. The Supervisor must have hand-eye coordination necessary to operate various tools and equipment of the trade, shall have close vision and the ability to focus, and able to lift at least 75 pounds. The Supervisor must be able to work under adverse

conditions including; darkness, wet weather, hot weather, snow, ice, etc., and will be required to supervise work, which is performed primarily outdoors.

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The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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