

JOB DESCRIPTION

Position Title: Wastewater Treatment Plant Supervisor/ Operator

Department: Wastewater

Supervised by: City Administrator

General Description of Work

Responsible for the administration, operation and maintenance of the wastewater collection and treatment systems owned and operated by the City of Romney. Ensures that the system is operating sufficiently to handle the flows collected on a daily basis. Completes and submits necessary reports to regulatory agencies. Organizes and directs activities of department personnel. Recommends specifications for major equipment and material purchases. Inspects collection and treatment facilities on a regular basis and recommends improvements and additions as needed. Works with the City Administrator in the development of plans and procedures to insure a safe and efficient operation. Is responsible for complying with the National Pollutant Discharge Elimination System (NPDES) permit and any and all other federal, state and local regulations. Possible exposure to fumes, odors, dust, toxic conditions and risk of injury. Work is reviewed directly by the City Administrator.

Duties

Supervises all wastewater activities and capitol improvements as directed by the City Administrator. Oversees a small staff of skilled and semi-skilled workers. Prepares work schedules and assigns job duties to department personnel. Prepares and maintains records of plant operations and maintenance; schedules vacations; purchases chemicals, parts, tools, and materials necessary for plant operations and maintenance functions. Checks lift stations and works in the operation of the plant. Trains and assists other personnel in the operation of the collection and treatment system. Does any additional work that may be required or requested by supervisor.

Skills, Knowledge, and Abilities

Possesses knowledge of processes and equipment involved in the collection and treatment of wastewater. Has the ability to prepare clear concise reports, and is able to supervise, direct and evaluate system operations and maintenance functions. Possesses the ability to work and communicate with other city employees and the public. Has the ability to read and understand technical instructional manuals, diagrams and maps. Possesses some mechanical and electrical skills; and is in good health and physical condition.

Education

High School Diploma or G.E.D. equivalent. Possesses at least a West Virginia Class 2 Waste Water certification. And a minimum of five years experience in the wastewater field, or any equivalent combination of experience and training, which provides required knowledge, skills and abilities.

Other Requirements

Possess a valid Drivers License. Ability to work in inclement conditions, and be available to be On-Call as needed. Willing to comply with the City of Romney Employee Handbook. Must be able to pass a pre-hire drug screen, and background check.

Supervisor: _____ Date: _____

Employee: _____ Date: _____