

## WATER RECLAMATION SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Water Reclamation Supervisor is responsible to plan, prioritize, assign, supervise, and review the work of staff involved in the role of maintaining and operating City of Mesa water reclamation facilities. This position is tasked with the formulation and implementation of policies and work procedures that ensure continuity of operations and performance of associated equipment. A Water Reclamation Supervisor is expected to: exercise independent judgment in handling routine and emergency conditions related to plant operations maintenance and personnel; ensure that the facilities meet all federal, state, and local regulations during day-to-day operations; participate in the selection, training, and daily performance evaluation of operational and maintenance staff; provide guidance and assistance to subordinates and managers through coaching, mediation, monitoring, tracking, coordinating, recommending, and conducting managerial oversight and guidance; evaluate maintenance and operations activities; recommend improvements and modifications to existing treatment methods and facilities; design modifications to existing facilities to increase productivity and effectiveness; manage, contract, and provide oversight for capital improvement projects. An employee in this class is required to oversee routine plant inspection, laboratory testing, and equipment maintenance ensuring proper procedures are adhered to. An employee in this class is expected to oversee and ensure that the proper Occupational Safety & Health Administration (OSHA) and plant safety procedures are adhered to, including holding safety meetings. The Water Reclamation Supervisor is responsible for work scheduling; making job assignments; and reviewing the performance of staff. An employee in this class is expected to review and understand plant blueprints, represent the reclamation plants in meetings, and perform site inspections during plant operations and construction.

**Distinguishing Features:** Incumbents in this class may supervise Water Resources Operator I's and II's, and/or Water Resources Maintenance Specialists I, II, and III's and are directly responsible for all daily and emergency facility operation and maintenance issues. The Water Reclamation Supervisor is supervised by the Water Reclamation Plant Superintendent primarily through meetings, reports, work in progress, and review of results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required. *Operations Assignment:*** Any combination of training, education, and experience equivalent to a minimum of six years' full-time employment in a wastewater treatment plant. ***Maintenance Assignment:*** Any combination of training, education, and experience equivalent to a minimum of six years' full-time employment in a wastewater treatment plant, in which three years must be as a wastewater treatment plant mechanic.

**Special Requirements.** Both assignments must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulation (CFR) 1910.134 by hire or promotion date and must maintain certification. Must possess a valid Arizona Driver's License by hire date. ***Maintenance Assignment:*** Must possess a Grade III Wastewater Treatment Plant Operator Certificate from Arizona Department of Environmental Quality (ADEQ) by application date.

**Operations Assignment:** Must possess a Grade IV Wastewater Treatment Plant Operator Certificate from ADEQ by application date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications. Maintenance Assignment:** Grade IV Wastewater Treatment Plant Operator Certificate from ADEQ is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with other City employees, vendors, tour groups, management, contractors, engineers, and others in order to relay information, establish priorities, order equipment, and distribute work orders. Communicates plant operation or maintenance instructions to subordinate employees clearly and concisely. Assigns and reviews the work of others for completeness and conformance to accepted standards and practices. Trains subordinate employees in water reclamation plant operation and/or maintenance procedures, policies, and safety practices for the plants. Prepares written documents, monthly reports, and accident reports to record and relay information.

**Manual/Physical:** Inspects and monitors water reclamation operating equipment to detect malfunctions or failures. Supervises subordinate employees in day-to-day operation and/or overall maintenance, and completes performance evaluations. Supervises the repair of water reclamation plant equipment including: general plumbing, coagulators, flight mechanisms, sludge and recirculating pumps, heat exchangers, boilers, mixers, centrifuges, blowers, and ultraviolet disinfection equipment. Performs and supervises the lubricating of equipment. Oversees the maintenance of all plant mechanical and electrical equipment and structures. Conducts process control of a nitrification/denitrification plant. Utilizes advanced odor control systems, computer monitoring systems, (example: Supervisory Control and Data Acquisition [SCADA], computerized maintenance management system, etc.). Oversees laboratory sampling and testing procedures to assure precision and accuracy. Oversees the collection of influent and effluent samples at the treatment plant site(s). Oversees laboratory tests on influent and effluent samples. Wears a respirator when working in confined spaces and/or with hazardous chemicals or materials. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings, deliver materials, or travel to other plants. Operates a personal computer (PC) in order to enter data regarding work orders or produce monthly reports. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and/or directs the day-to-day and emergency operations and maintenance of the water reclamation plant. Supervises and evaluates the work of subordinate personnel (Water Resources Operators I and II) who operate and maintain the plant. Coordinate and direct external support efforts from technical, process, and equipment repair entities. Prioritizes and assigns work to personnel in order to prioritize work schedules or ordering equipment. Resolves operational problems by evaluating information and conferring with the Water Reclamation Plant Superintendent. Reviews plant data to determine operational parameters. Performs mathematical calculations or cost analysis for calculating lab results or ordering equipment and supplies. Comprehends and makes inferences from written material - operations and maintenance manuals, trade magazines, etc., to understand equipment operations and maintenance requirements. Understands blueprints to determine plant layout and location of lines. Reviews plans and specifications for plant projects and review projects for conformance to plans and specifications. Has overall responsibility for the assigned water reclamation plant. Learns

job-related material through on-the-job and/or classroom training regarding plant operations, safety, and maintenance.

**Knowledge and Abilities:**

Knowledge of:

water reclamation plant operating and safety policies and procedures;  
the operation and maintenance procedures of water reclamation equipment and facilities;  
hydraulics, plumbing, metal cutting, and welding used in water reclamation plants;  
water reclamation laboratory sampling and testing procedures;  
the principles of biology, chemistry, and mathematics;  
the general mechanical repair principles and practices;  
SCADA operating principles;  
computerized maintenance management system;  
the principles and practices of employee supervision; and  
basic employee training principles and practices.

Ability to:

perform all the physical requirements of the position including lifting and carrying heavy (75 pounds or more, using a cart or other aide) objects on an occasional basis;  
use a variety of software programs including Intellutions and Microsoft Word and Excel;  
construct forms, tables, and graphs of plant data;  
compile and evaluate equipment/service pricing;  
develop and implement plant discharge permits and implement procedures for compliance;  
organize and initiate plant shutdowns for maintenance;  
perform research; and  
establish and maintain effective working relationships with management, coworkers, and subordinates.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-TEC

INCREMENTS 81-200

PAY GRADE: 49

IND-7580

SWORN-No