

UTILITIES OPERATIONS SUPERVISOR

MAJOR FUNCTIONS

This is a supervisory position in the operation and monitoring of water and/or wastewater treatment plants owned and/or operated by Marion County Utilities in Marion County.

Water Treatment Plant Supervisor

Provides leadership in the operation and monitoring of water treatment plants that purify and clarify water for human consumption and ensures compliance with regulatory agencies.

Wastewater Treatment Plant Supervisor

Provides leadership in operation and monitoring of wastewater (sewage) treatment plants to control flow and processing of sewage. Ensures compliance with regulatory requirements.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of these jobs and their scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load. Individuals are required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

- Responsible for overseeing the compliance of treatment facilities with state and federal regulatory mandates, statutes, and guidelines.
- Ensures that all daily, monthly, quarterly, and annual reporting is accurate and submitted in a timely manner; ensures sampling schedules are met; follows up on plant repair and maintenance activities with maintenance supervisors; follows up on purchasing of supplies with vendors.
- Oversees work of section leads under his/her supervision.
- Provides training to staff in current codes, ordinances, statutes, and in proper safety procedures. Coordinates with the department and bureau safety officers on safety inspections, issues, and follow-ups.
- Conducts performance evaluations, recommending promotions, merit increases, demotions, and discipline.
- Responsible for the upkeep of all operations facilities.
- Will determine the best utilization of personnel and resources available in order to meet compliance with treatment facility discharge limitations. Interprets and administers corrective actions related to customer service to ensure all water quality and treatment facility inquiries and complaints are handled in a professional and timely manner.
- Performs all functions of the W/WW Plant Operator C and B descriptions as needed.
- Must be able to respond to emergency and after hour calls at night and on weekends.

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SECONDARY FUNCTIONS

- Performs other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct and indirect supervision over an employee workforce assigned to the operations division of the Utilities Department. This includes assigning, directing, evaluating, and reviewing work of subordinates. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions,, status changes, discipline, planning, scheduling, and coordination of work operations.

EXPERIENCE, EDUCATION, LICENSES, CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED) and six years experience in treatment facilities operations with two of those years being in a supervisory capacity; or an equivalent combination of education and experience.

Licenses

Must possess a valid Florida Driver's License.

Certifications

Possession of Class A operator's certificate issued by the Florida Department of Environmental Protection in water or wastewater and Class C operator's certification issued by Florida Department of Environmental Protection in water or wastewater. The higher license is to be in the treatment discipline over which the individual has supervision.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries, customer complaints, regulatory agencies, or

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members of the business community.

- Ability to write speeches or articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Knowledge of methods and practices of modern water and/or wastewater treatment and operating procedures.
- Knowledge of functions and mechanics of plant equipment and the ability to understand electrical and pump-mechanical functions as they relate to plant operation.
- Knowledge of math, basic chemistry, and computers.
- Demonstrated pump-mechanical aptitude; ability to inspect machinery and other equipment in operations and to detect flaws and defects in operation.
- Ability to read meters and charts accurately, to maintain records, and to perform chemical analysis accurately.
- Knowledge of State and Federal rules and regulatory standards governing water and/or wastewater treatment operations.
- Ability to remain calm in stressful situations.
- The ability to take a teamwork approach to the job by cooperating with others, offering to

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help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to utilize and operate standard trades tools (both hand held and electrical), various meters and analyzers, various types of pumps, weight scales, drying oven, microscope, computer, telephone, blower, backhoe, volt meters, and drive a vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 50 pounds; will regularly be required to stand, and walk; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, fumes or airborne particles, extreme cold, risk of electrical shock, and vibration; will regularly be exposed to moving mechanical parts, and extreme heat; and will frequently be required to work in outdoor weather conditions. The noise level will be loud.

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Pay Grade: 19

Job Description Number: 7073

Category: 7

Status: NE

Revised: