



Title: Utility Treatment Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Utility Operations Manager.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Arizona Department of Environmental Quality Grade 4 Certification in either Water or Wastewater Treatment upon hire. Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- Degree in Water, Environmental Technology or related field.

JOB SUMMARY

The purpose of this position is to oversee and evaluate water / wastewater treatment plants and delivery system operations to ensure compliance and to maintain processes at an optimal cost effective level. Supervises the day-to-day operation of multiple wastewater processes and control, including reuse water systems; monitors discharge permits and recharge wells; maintains on call status for evaluation and problem solving of emergency situations; monitors daily process trends to maintain good treatment; manages allocated budget; obtains quotes for maintenance, purchases, or any activity that requires exchange of money via contracts, PO's and RFPs; Pro-card procurement reconciliation and disputes; oversees plant construction projects; supervises staff; maintains 24/7 shift schedule; plans and schedules maintenance activities.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Supervises the operation of multiple treatment facilities and control rooms. Ensures compliance with regulations; develops standard operating procedures; schedules maintenance activities; prepares operational reports; ensures operation equipment and supplies are available; continuous monitoring and evaluation plant performance.
3	Oversees the annual budget; presents proposals for approval; authorizes payments and monitors expenditures for recommended adjustments.
4	Coordinates existing plant construction projects. Identifies and recommends the need for plant upgrades; attends design and construction meetings; reviews plans and makes recommendations; develops requests for proposals; participates in engineering and contractor selection process; develops and implements plans to continue operations during construction.
5	Ensures safe work practices are followed. Prepares reports for accidents and incidents that require investigation and assure time is allotted so all operational personnel are able to complete all assigned Target Safety classes in a timely manner.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, scanner, copy / fax machine, and related software, telephone, SCADA screen, calculators, portable radio, vehicle / truck, backhoe / forklift, hoist, hose, lab equipment, entry equipment, small hand tools.

PROTECTIVE EQUIPMENT REQUIRED:

Protective eyewear, safety footwear, gloves, hard hat, safety vest required when performing duties that require safety PPE.