

Fort Bend County W. C. & I. D. No. 2
Supervisor – Operator V

Job Title: Supervisor
Department: Wastewater Treatment Plant
Reports To: General Manager
FLSA Status:
Prepared By: Robbie Ginsel
Prepared Date: 06/2015
Approved By:
Approved Date:

Essential Duties and Responsibilities include the following: Other duties may be assigned.

- Plans and directs all operations and maintenance activities; maintains permit compliance
- Maintains regulatory compliance objectives for local, state and/or federal agencies
- Assigns and reviews work standards and activities
- Performs job performance reviews
- Directs and trains assigned personnel
- Assures adherence to all District policies and procedures
- Assists and directs in the interpretation of laboratory analysis, testing and procedures
- Directs operation and maintenance of plant equipment; clarifiers, pumps, motors, etc.
- Monitors the process function and lends technical aid as needed
- Prepares reports required by regulatory agencies; monthly, quarterly, semi-annually, and annually
- Assists in the administration of the District's Industrial Compliance Program
- Procures and maintains chemicals, supplies and materials
- Develops budget estimates and monitors expenditures
- Develops and implements improved work methods
- Responsible for plant safety and emergency response procedures and practices
- Maintains record keeping system; maintenance; preventive O&M
- Participates in the preparation of specifications for equipment acquisition, design and construction of new wastewater facilities

Supervisory Responsibilities:

Directly supervises employees in the Wastewater Treatment Plant. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Master's degree in a related field with four years experience or Bachelor's degree with five years experience or High school diploma or GED certificate with eight years' experience.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; Order processing systems; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations:

Valid Texas Class C Driver license
Class A or B Wastewater Operators license

Physical Demands:

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.