

FLSA STATUS	Non-exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Water Pollution Control Facility	DEPARTMENT NUMBER	815
REPORTS TO (TITLE)	Water Pollution Control Facility Superintendent	JOB FAMILY	Public Works
PAY GRADE	8	DATE OF LAST REVIEW	September 2024

NATURE OF WORK
<p>This second level of the Wastewater series oversees the City’s Grade IV Activated Sludge Water Pollution Control Facility, supervising and coordinating operations tasks. Responsible for supervising teams, and ensuring wastewater treatment adheres to National Pollutant Discharge System standards. Duties encompass routine checks, inspections (e.g., gate valve, generator), equipment maintenance (including pumps, blowers, VLRs, and UV system), and process adjustments based on varying conditions. Additionally, this position should possess extensive independent knowledge and skill of plumbing, pumps, electrical, instrumentation, controls, mechanical and building trades, and be able to operate various motorized pieces of equipment.</p> <p>The Operations Supervisor may need to be available to employees working varying shifts including nights, overnights, weekends and holidays.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Directs, inspects, maintains, and participates in the operation of the WPCF machinery and equipment and pumping stations;
2.	Reviews, evaluates and applies procedures for operational control of the WPCF from operation, laboratory results, and maintenance reports;
3.	Conducts performance evaluations and assists in the training of operations personnel to ensure compliance with policies and procedures and a healthy and safe work environment. Reviews and submits timesheets to payroll. Makes hiring, termination, and disciplinary recommendations;
4.	Analyzes laboratory data which includes but not limited to daily checks of the wasting calculator and microscopic examination of bacteria;
5.	Interprets record / as-built drawings, specifications, or diagrams to help inform others.
6.	Inspects and monitors work areas, examines tools and equipment, and provides employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules;
7.	Participates in budget preparation, coordinating purchasing and documentation and monitoring departmental expenditures to budget;
8.	Maintains, installs and operates electronic measuring equipment that aides in reporting due to the Department of Natural Resources.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES

Evaluates and signs performance reviews, approves timecards, conducts job interviews, rewards/disciplines, etc. for regular, part-time and/or contracted employees;

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D. equivalent

AND

One (1) year of specialize or technical training beyond high school

AND

Five (5) years operation or maintenance experience in a Grade IV Wastewater Plant.

AND

Two (2) years of lead worker or supervisory experience required.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

Grade 3 Waste Water Operator Certification

Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class B" along with Air Brake restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

Grade 4 Wastewater Operator Certification preferred within four (4) years of appointment

Mobile Crane Operating Certification

- Must obtain within six months of employment (dependent on availability of training program)

SKILL / ABILITIES REQUIREMENTS

- Knowledge of hazards relative to WPCF systems and operations;
- Ability to instruct new workers in proper safety and work methods;
- Knowledge of the machinery, equipment, materials, and operation policies of the WPCF;
- Knowledge of SCDA controls systems;
- Considerable knowledge of the physical processes involved in the treatment of wastewater;
- Ability to organize, supervise, and inspect the work of the plant operators;
- Skill and care in the operations of plant equipment, pumps, machinery, buildings and grounds;
- Prioritizes and assigns work;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, grasping, feeling, talking, hearing, and seeing.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Intense Noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

POSITION ASSESSMENTS

Cognitive

- Criteria Cognitive Aptitude Test
- Criteria Mechanical Reasoning Assessment

Personality

- Employee Personality Profile
- Workplace Safety Profile

Interview

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC
April 2024	Updated per departmental feedback by BC
September 2024	Added Position Assessments

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.