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Bristol Bay Borough

Job Description

WASTEWATER TREATMENT PLANT SUPERVISOR

Department:

Public Works

Immediate Supervisor:

Public Works Director

Positions Supervised:

Waste Water Treatment Operators and

Seasonal Laborers

Step Classification:

H-M

Terms:

Permanent Full Time Position

Qualifications

Minimum of five years current experience operating and maintaining water and wastewater treatment plants. Must have extensive knowledge in the operation and maintenance of water and wastewater treatment plants, pumps, filters and other plant equipment. Must be certified in the State of Alaska as a Level II Water and/or Wastewater Treatment Operator. Must have a working knowledge of complex electronic equipment as well as related equipment. Directs Wastewater Operators in the operation of the water and wastewater treatment facilities. Trains, schedules and oversees Wastewater Operators maintenance requirements ensuring that tasks are completed in a timely manner. Requires independent judgment in overall operation of water/wastewater treatment department. Prepares on-call schedule for Wastewater Operators. Frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds. Must have a valid Alaska's Drivers License. Must pass a pre-employment drug test.

Responsibilities

Reports and is supervised by to the Public Works Director. Overseas daily operations of Wastewater facilities and Drinking Water Laboratory. Maintains all required certifications to perform these duties as required by State, federal and Borough regulations and guidelines. Responsible for the development of Water/Wastewater procedures for the safe and efficient operation of treatment plant and related equipment.

Duties and Tasks Performed

- Directly responsible for efficient and proper operation of water and wastewater treatment facilities and pump stations including proper operation of pumps, blowers filter, equipment and lagoons.
- As the Laboratory Supervisor oversees daily operation of Drinking Water Lab, ensuring all required supplies are ordered and daily calibrations are logged in.
- Prepares annual ADEC applications for water and wastewater certifications.
- Oversees testing of water samples for bacteriological content as required and performs routine laboratory tests for plant control as required.
- Prepares reports required for State and other government agencies.
- Assists in maintenance and repair of water and wastewater treatment plant facilities and equipment.
- Participated in on-call schedule to operate water and wastewater treatment plants on weekends and holidays.
- Prepares and recommends budget requirements for water and wastewater treatment facilities department and coordinates with the Public Works director in the budget process.
- Responsible for performance evaluations and makes recommendations on hiring, firing and other personnel actions of assigned employees per the Bristol Bay Borough Personnel Policy and Procedures Manual.
- Supervises Wastewater Operators and Seasonal Employees assigned to the Wastewater Department.
- Responsible for inventory of supplies and parts.
- Ability to work in hazardous confined spaces with exposure to bacterial contamination while operating water/wastewater equipment in adverse weather conditions.
- Performs other duties as assigned.

ACKNOWLEDGMENT

I understand the duties of my position as contained in this job description.	
Employee signature	Date
The job description is accurate and has been reviewed with the employee.	
Supervisor signature	Date

BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER

Approve by Borough Assembly: June 6, 2011 effective July 1, 2011