

CITY OF OLYMPIA	DATE PREPARED	7/98
CLASS SPECIFICATION WWTF SUPPORT AND ANALYTICAL SERVICES SUPERVISOR WASTEWATER TREATMENT FACILITY	JOB CODE	1821
	SALARY RANGE	066
	FLSA STATUS	EXEMPT
	REVISED	5/2003

POSITION DESCRIPTION

Function: Under general management direction of the WWTF Manager, plan, organize, direct and supervise the work of professional staff for technical programs and activities of the wastewater treatment facility. Supervise the Support and Analytical Services Section, which includes industrial pretreatment, laboratory analysis, permit compliance and reporting, biosolids management, employee health and safety, purchasing, and project management.

Essential Functions: The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties: Responsible to supervise a wide range of operational, administrative and program-oriented support functions within the wastewater treatment facility. Responsible to supervise employees who work within self-directed work teams. Significant supervisory duties include: supervise, direct and coordinate the work of assigned staff; hire employees, conduct performance evaluations and administer or make recommendations for discipline; develop and implement work rules and procedures; ensure proper resources are available for staff to complete work assignments; assess training needs and provide for training as required. Foster a work environment that supports self-managed work teams and create the means for the performance of effective, high quality work through coaching and mentoring employees. Ensure staff has proper equipment, supplies and resources necessary to complete their assigned work, and define and implement Section goals, objectives and priorities; provide for the effective planning, organization and completion of all Section work; plan, develop and administer the Section budget. Plan, develop and coordinate new and improvement projects for the WWTF; take lead role in project management and implementation. Manage the selection of consultants and contractor; coordinate or monitor their work to ensure work is completed to contract specifications. Initiate and or recommend organizational improvements; recommend policies and procedures. Participate as a member of the WWTF Coordination Team; actively participate as a Public Works team member and model the City of Olympia and Public Works Department philosophy and behaviors. May serve as WWTF Manager in the absence of the Manager.

Contacts: the Support and Analytical Services Supervisor has daily contact with Section staff for information sharing/gathering, work assignment, and performance feedback; other staff at all levels of the WWTF for work coordination; and frequent contact with the LOTT partnership office and other City staff for work coordination, information sharing and program implementation. The Supervisor has contact with other Public Works team members on a variety of issues such as training, work efforts, scheduling, planning, budgeting, purchasing, hiring, disciplining, and recognition. Contacts with the media and citizens is occasional, but may be of a stressful nature when responding to complaints regarding services, regulations and ordinances.

Supervision: The Support and Analytical Services Supervisor has full supervisory responsibility and accountability for the work of the assigned staff of the Section.

Accountability: The Support and Analytical Services Supervisor is accountable to the WWTF Manager for the effective and efficient operation of all assigned operations, programs and functions of the Section.

SUPPORT AND ANALYTICAL SERVICES SUPERVISOR

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Working Conditions: Positions in this classification perform the majority of work in the office within a wastewater treatment facility. The office environment is subject to frequent interruptions and may be noisy as a result of facility operations, other employees and visitors to the facility. Work is performed in wastewater treatment or other facilities where the potential exists of daily exposure to health and safety hazards, including: working near dangerous equipment, high voltage pumps and generators; exposure or contact with combustible, corrosive and toxic chemical and gasses, such as ozone, methane and oxygen; and health hazards associated with working in and around raw sewage. Ability to access all areas of the WWTF is required, including stairs, ladders, grates or uneven terrain. Travel outside the WWTF to other facilities or offices is required.

QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities:

Knowledge of:

- Supervisory and leadership practices, principles and methods
- Team development methods; team-based work methods and functions; team-based organizational conventions
- Performance evaluation methods
- Budget preparation methods and management principles
- Maintenance and/or construction project management
- Fundamentals of workplace health and safety regulations
- Biological, chemical and mathematical principles relevant to water quality and wastewater treatment
- Related computer applications and software

Skills in:

- Building, maintaining and participating in effective teams
- Conflict resolution
- Short and long-range planning for Section goals, projects and work assignments
- Budget development and administration
- Communicating and working with individuals of diverse backgrounds
- Supervising employees including team building, motivating, training assessments, skills enhancement.

- **Ability to:**
- Effectively supervise the work of others and accomplish all necessary work in a team environment
- Plan, organize, coordinate, assign and evaluate the work of others
- Clearly and concisely communicate verbally and in writing, to a variety of audiences of technical sophistication, for the purpose of information sharing, work instruction/direction, coaching, motivating, facilitating, building consensus and educating.
- Use independent judgement and discretion to efficiently, effectively and safely provide for the completion of Section responsibilities
- Work cooperatively with others as the leader and as a member of a service-oriented team.

Education/Experience: Five years progressively responsible experience in administration of environmental and/or process control programs, with a least two years at a lead or supervisory level, required. Experience in a Wastewater Facility desired. A bachelor's degree in an environmental field, Business or Public Administration, or related field may be substituted for the degree on a year for year basis.

Special Requirements: Possession of a valid Washington state driver's license required; State of Washington Department of Ecology Wastewater Certification desired.