



## JOB DESCRIPTION

**COMPANY:** Newport Utilities

**DATE CREATED:** 03/2021

**JOB TITLE:** Wastewater System Supervisor

**GRADE LEVEL** 14 **Exempt** X **Non-Exempt** \_\_\_\_\_

**REPORTS TO:** Vice President, Operations and Technology

### PURPOSE OF THE JOB:

The role of the Wastewater System Supervisor is to ensure the safe and proper operation of the Wastewater Treatment Plant and wastewater collection system in accordance with governmental regulations and NU policies, including day-to-day supervision of plant employees in the absence of the Wastewater Treatment Plant Lead Operator and/or wastewater collection employees in the absence of the Wastewater Collection Foreman.

### ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Responsible for compliance and enforcement of all applicable safety, security, and environmental rules and regulations and company policies and procedures and ensure that all subordinates comply as well.
- Comply with all applicable Tennessee Department of Environment & Conservation rules and regulations related to wastewater treatment and collection.
- Work with Wastewater Treatment Plant Operators to develop process requirements to regularly monitor plant performance, SCADA, process equipment, chemical feed equipment, monitoring equipment, flows and tank levels. Calibrate and adjust instrumentation and lab equipment as needed, to insure optimal operation of the Wastewater Treatment Plant and collection system.
- In the absence of an assigned Wastewater Treatment Plant Lead Operator and/or an assigned Wastewater Collection Foreman, supervise and schedule employee shifts (i.e. schedule vacations, days off, and manage conflict resolution, staff discipline, and performance reviews.).
- Work with Wastewater Treatment Plant Operators to maintain accurate records and reports (e.g. monthly reports of operations, chemical usage).
- Work with Wastewater Treatment Plant Lead Operator (if assigned) and Wastewater Treatment Plant Operators to calculate rates at which the plant feeds chemicals into the system, adjusting dosages as necessary to achieve the correct levels.
- Receive delivered chemicals, verify product and offload to appropriate storage tanks.



- Work with Wastewater Collection Foreman to ensure that Service Orders/Tap Sheets and other daily functions are distributed and completed in a timely manner.
- Work with Wastewater Collection Foreman to ensure NU keeps proper overflow and cleaning/maintenance records.
- Maintain wastewater treatment plant and pump stations as necessary to provide safe and reliable wastewater treatment and collection systems.
- Make minor repairs or provide assistance to maintenance personnel to repair pumps and equipment.
- Responsible for documenting performance issues and/or disciplinary actions.
- Work overtime on short notice (e.g. emergency events or personnel absences)
- Regular and reliable attendance.
- Attend meetings, conferences, and training as required to maintain knowledge of regulations, the industry, and form working relationships with peers in the industry.
- Participate in annual budget preparation,
- Participate in RFP preparations as necessary.

#### **MARGINAL JOB DUTIES & RESPONSIBILITIES:**

- Supervise or assist with light electrical maintenance.
- Supervise or assist with light plumbing maintenance to include soldering copper tubes for water lines, and compressed air lines.
- Supervise or assist Distribution crew in making repairs.
- May conduct tours of the Wastewater Treatment Plant for schools and various other community interest groups.
- Pickup/deliver supplies and mail from Main Office and Operations Center.
- Perform other duties as directed by Supervisor.
- Fill-in shift rotation as required.

#### **EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:**

- High school diploma or GED Certificate.
- TDEC Class IV Wastewater Operator's License preferred.
- Minimum five years' experience in a public wastewater system preferred.
- Reading ability to monitor flow meters and gauges.
- Proficient in Microsoft Office Word, Excel, Outlook, etc.
- Computer skills to complete time sheets, State and Pretreatment Reports and other electronic documents as required.
- Written language ability to perform employee evaluations and other documents as required.



- Mathematical ability to calculate data (addition, subtraction, multiplication, division and logarithms).
- Possess and maintain a valid Tennessee driver's license with CDL classification.
- Must be insurable as per NU's liability insurance provider.
- Supervisory experience preferred.

### **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:**

- Comply with all applicable safety, security and TDEC rules and regulations and company policies and procedures
- Wear all applicable Personal Protective Equipment as required
- Supervise and motivate employees
- Work alone on 12 hr. rotating shift
- Committed to quality
- Problem solving abilities
- Team player with the ability to work alone or in a group

### **REVIEW OF PHYSICAL DEMANDS:**

- Lift and carry weight of up to 50 pounds between floor and waist height (equipment, materials, etc.)
- Stand and walk as needed to move throughout the facilities.
- Climb stairways to access work area(s).
- Work from a seated position to perform certain work duties listed above for extended periods of time.
- Climb and balance on stepladder to reach items out of normal reach.
- Function in a variety of outdoor weather conditions.
- Stoop/kneel to retrieve wires, cords, etc.
- Reach with arms extended out for sustained periods of time in order to access computers and other equipment.
- Good hand-eye coordination, including ability to grasp.
- Operate office equipment.
- Auditory and verbal skills in order to communicate with administrators, staff, customers and vendors.
- Visual acuity necessary to read printed materials and technical information.



Please note this job description does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The State and other authorities often designate NU as an essential business during times of natural disasters, pandemics, or other unique situations. As such, all employees will continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis.

The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

**SIGNATURES:**

**Employee** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Department V.P.** \_\_\_\_\_

**Human Resources** \_\_\_\_\_

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