



JOB DESCRIPTION

TITLE: Treatment Plant Supervisor	JD: 169
DEPARTMENT: Public Works	EFFECTIVE DATE: 8/19/22
REPORTS TO: Public Works Manager	FLSA STATUS: Exempt
SUPERVISES: Treatment Plant Operators	UNION STATUS: Unrepresented

JOB PURPOSE/SUMMARY

The Treatment Plant Supervisor has day-to-day responsibility for supervising the staff, operations and regulatory compliance of the City's Winslow Wastewater Treatment Plant. The position works closely with the Public Works Field Supervisor and Public Works Manager to ensure effective system administration, contract and project work planning, coordination, scheduling, emergency operations and other related duties.

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

CITY VISION

A healthy Bainbridge Island, now and for future generations.

CITY MISSION

Serve and respond with skill, trust, and care.

CITY VALUES

- Stewardship: We manage our resources with intention.
- Professionalism: We bring knowledge to our work and energy to new challenges.
- Connection: Respect and communication are central to our success.
- Balance: Personal well-being improves our work and makes our organization strong.

ESSENTIAL FUNCTIONS

- Organizes, prioritizes, and assigns work to staff; monitors status of work in progress and inspects completed work; meets regularly with assigned staff, assists with complex/problem situations, and provides technical expertise; coordinates staff training activities.
- Supervises plant-related operations and maintenance including process control, laboratory reporting, preventive maintenance, asset management, safety and regulatory reporting; and coordinates operational and capital improvement projects.
- Performs work necessary to maintain regulatory compliance of the wastewater treatment plant, including overseeing regulatory sampling, performing permit reporting, and responding to permit and/or regulatory compliance issues.
- Selects, trains, motivates, coaches and evaluates treatment plant staff; establishes and monitors employee performance objectives; provides or coordinates staff training in safe and proper work methods.

- Evaluates efficiency and effectiveness of treatment plant operations, programs, services, procedures, and use of resources; recommends and/or implements modifications or improvements as needed.
- Facilitates problem solving within the work group; encourages a high degree of collaboration, communication and feedback between employees and supervisors; leads by example by maintaining high standards of behavior and performance.
- Analyzes reports, information, and statistical data to determine trends, needs, and operational and maintenance resources; develops operational projections; summarizes technical data and prepares reports, charts, and presentations.
- Administers assigned budget, including monitoring and approving budget expenditures, making adjustments to stay within budget and making recommendations for budget based on analysis of operational and maintenance needs.
- Coordinates closely with the Public Works Manager and the Public Works Field Supervisor to ensure that staff and resources are effectively deployed to maintain system specific regulatory compliance requirements and meet Department goals and objectives.
- Coordinates projects with other departments, agencies, or teams, consultants, developers, and/or property owners; responds to citizen inquiries and complaints and takes appropriate action; develops notification letters and other public information documents as appropriate.
- Develops and administers new and ongoing operation and maintenance programs related to assigned activities.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Keeps current on industry and trade-specific operations and maintenance issues and work practices.
- Participates in emergency management planning, training, and response coordination; anticipates, prepares for, and responds to emergencies and weather-related events on a 24-hour basis; identifies and directs emergency operations and repairs.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- Principles and practices of wastewater treatment plant process control, operations, maintenance, and regulatory compliance.
- Principles and practices of water, wastewater and stormwater system operations, maintenance and regulatory compliance.
- Principles and practices of municipal program and budget development and administration.
- Methods and techniques of field data collection, tabulation, and analysis.
- Federal, state, and local regulatory requirements, including applicable codes, ordinances, regulations, and guidelines; principles of grant funding application and administration.
- Principles and practices of employee supervision, including selection, training, work organization, evaluation, and discipline.
- Management practices in a union environment.
- City organization, operations, policies and procedures.
- Office procedures, methods, computer equipment, and software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Effectively plan, assign, and supervise the efforts of subordinate staff.
- Quickly grasp new techniques, deal with rapid changes in priorities, and remain calm and effective in stressful situations.
- Work independently or as a team member in order to produce timely, quality results on a variety of complex concurrent assignments.
- Analyze a variety of complex/detailed operational and maintenance data and make sound policy and procedural recommendations.
- Plan, organize and direct effective operation and maintenance programs.
- Define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems.

- Research, analyze, and evaluate new service delivery methods and techniques.
- Respond to public concerns and needs and address difficult customer service issues and exercise tact and diplomacy in conflict situations.
- Maintain detailed and accurate records.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

A bachelor's degree in public administration, construction, engineering, or a related field, and five years of progressively responsible experience in public works, with three or more years of supervisory experience; OR any combination of experience, education and training that would provide the level of knowledge and ability required.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State driver's license is required.
- Successful completion of a pre-employment background check is required.
- Washington State Wastewater Treatment Plant Operator III license, or ability to acquire within 12 months of employment, is required.

Additional certifications to be obtained within 12 months of employment, as determined by the supervisor:

- OSHA 30-Hour General Industry Safety certification or comparable certification recognized by safety professionals
- OSHA 40-Hour HAZWOPER certification

WORKING CONDITIONS

The regular work schedule is generally Monday through Friday, 8 am to 5 pm, with the occasional need to be available by phone outside of regular work hours. Work is performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Noise level is moderate. Position requires some outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.