

Treatment Plant Operations Supervisor – Montrose, MI

Applications are required for consideration for this position. Resume Submission alone is not an application for a position. An individual must complete our standard application form and provide proof of certificates and licenses required for the posted position. Resumes are accepted with applications.

Duties include: **Supervises the day-to-day activities and staff responsible for wastewater treatment plant operations on assigned shift**

Applicants must meet the following minimum qualifications to be considered for an interview:

- Associate's degree in Applied Science or equivalent training in wastewater treatment plant operations.
- Four to six years of related wastewater treatment plant operations experience including supervisory responsibilities.
- Current Michigan Department of Environmental Quality Class C Wastewater Treatment Operator license.
- Supervisory skills necessary to provide guidance, training and review the work of assigned staff.
- Interpersonal skills necessary to effectively communicate with all levels of staff, customers, external contractors, vendors, and others in the exchange of information. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mechanical aptitude to develop plans of action to address a variety of wastewater treatment facility system problems in a cost-effective and timely manner.
- Computer skills necessary to assist in operation of the Plant Process Control computer system.
- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.

Application are mailed to:

Genesee County Water and Waste Services, G-4610 Beecher Road, Flint, MI 48532

Attn: Human Resources

Applications can be e-mailed to: hr@gcdcwws.com

Applications must either accompany or follow resume submission

Applicants must provide proof of minimum qualifications

Position posted until filled

NO PHONE CALLS EEO.



**GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES
JOB DESCRIPTION**

JOB TITLE: TREATMENT PLANT OPERATIONS SUPERVISOR

DEPARTMENT: ARTP or District 3 and 7

REPORTS TO: Treatment Plant Superintendent or Manager

JOB SUMMARY:

Supervises the day-to-day activities and staff responsible for wastewater treatment plant operations on assigned shift

PRIMARY DUTIES & RESPONSIBILITIES:

- Supervises the day-to-day activities of assigned staff. Duties include prioritizing and assigning daily work assignments, training, providing technical assistance/guidance, inspecting work, and participating in evaluation of staff performance and, when necessary, disciplining and/or discharging staff.
- Monitors plant operations to assure compliance with regulatory standards and permit requirements related to wastewater treatment plant operations. Duties include, but are not limited to, touring the plant, operating and testing automated equipment, analyzing operational data, initiating corrective action as necessary, and preparing related reports and compliance documentation.
- Monitors lagoon operations to assure compliance with regulatory standards and permit requirements; makes corrections and adjustments as necessary.
- Troubleshoots mechanical equipment problems/failures; writes service request for necessary repairs.
- Trains staff in proper work methods, use of equipment, and mandatory safety procedures.
- Investigates and resolves treatment facility related issues and concerns.
- Responds to work-related problems and emergency situations.
- Communicates regularly with other plant managers and supervisors to facilitate coordination of plant operations including changes in processes and recommend improvements in plant operations.
- Prepares treatment facility records, documents, analyses and reports.
- Purchases required system supplies and equipment assuring adequate inventory levels are available. Procures price quotes in accordance with the Division's policies.
- May oversee the Land Application Program. Duties include, but are not limited to, administering contractual agreements related to the hauling and land application of biosolids, monitoring contractor land application operations for compliance with regulatory requirements, initiating corrective action as necessary, coordinating efforts with land application contractor and landowners, and preparing related reports and documentation.

OTHER DUTIES & RESPONSIBILITIES:

- Maintains current knowledge of local, state and federal mandates related to wastewater treatment plant operations.
- Reviews time cards of assigned employees for accuracy, completeness and compliance with established policies/procedures; obtains necessary authorization for overtime hours.

TREATMENT PLANT OPERATIONS SUPERVISOR

OTHER DUTIES & RESPONSIBILITIES (Continued):

- Performs other duties as assigned.

JOB QUALIFICATIONS:

- Associate's degree in Applied Science or equivalent training in wastewater treatment plant operations.
- Four to six years of related wastewater treatment plant operations experience including supervisory responsibilities.
- Current Michigan Department of Environmental Quality Class C Wastewater Treatment Operator license.
- Supervisory skills necessary to provide guidance, training and review the work of assigned staff.
- Interpersonal skills necessary to effectively communicate with all levels of staff, customers, external contractors, vendors, and others in the exchange of information. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mechanical aptitude to develop plans of action to address a variety of wastewater treatment facility system problems in a cost-effective and timely manner.
- Computer skills necessary to assist in operation of the Plant Process Control computer system.

MENTAL & PHYSICAL REQUIREMENTS:

- Mental ability to adapt and respond to multiple priorities and demands and handle pressures related to emergency/ problem situations.
- Physical ability to conduct facility inspections.

WORKING ENVIRONMENT:

- Normal wastewater treatment plant environment with exposure to adverse weather, fumes, odors, noise, electrical and chemical hazards, confined work areas, and the like.
- Availability to work various shifts and irregular hours including weekends and holidays is required.

OTHER REQUIREMENTS:

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.
