

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 557

UTILITIES TREATMENT PLANTS OPERATIONS SUPERVISOR

GENERAL

Assist in the Administrative and Technical work in the management of the operation and maintenance of the treatment plants. Work is performed under general supervision of the Utilities Treatment Plants Superintendent.

EXAMPLE OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Help direct and supervise the day-to-day operations of the treatment plants.
- Allocates, prioritizes and assigns work crews to specific jobs based on job requirements and manpower abilities.
- Assist with the preparation of performance evaluations and employee work schedules.
- Prepare daily and monthly reports for regulatory agencies and others.
- Communicate with regulatory agencies with regards to permitting and compliance.
- Assume duties and responsibilities of the Utilities Treatment Plants Superintendent in their absence.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in the operations, maintenance and processes of membrane water, lime water and reuse water treatment.
- Knowledge of the controls, instrumentation and mechanical equipment in the utility industry.
- Knowledge of standard practices, terminology and safety standards in the utility industry.
- Thorough knowledge of local, state and federal water/reuse regulations.
- Knowledge and experience with the materials and chemicals used in these treatment processes.
- Ability to effectively supervise skilled and unskilled employees.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Have the ability to keep accurate records and prepare and submit accurate reports.
- Must demonstrate proficiency at computer operations and MS Office (Word Excel Power Point Access).
- Have the ability to follow oral and written instructions.
- Have the ability to provide for safe working conditions for fellow workers.
- Supervise and review work on other shifts.

- Have the ability to mentor, evaluate and guide staff to increase skill level, morale and efficiency.
- Have the ability to prepare and implement annual operations and capital improvement budgets.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Willingness to increase job skills and knowledge.
- Must be able to clearly speak, write, and understand English.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of acceptable equivalency diploma. Associates degree in Environmental, General, or Business Management program or Engineering preferred. At least 5 years of operational and supervisory experience in a water/reuse utility. Possess a valid State of Florida Motor Vehicle driver's license.

Additional, extensive supervisory knowledge and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Applicant must be able to perform mild manual labor, lift up to 30-40 lbs., wear a respirator and pass a pulmonary respiration test. Must have ability to detect differences between colors, including shades and brightness. Must be able to be deployed during emergencies.

SPECIAL REQUIREMENTS

Must hold a State of Florida Class "A" Water treatment plant operations license and a State of Florida Class "C" Wastewater plant operations license or higher. Must hold or obtain within one year a Southeast Desalting Association (SEDA) Membrane Operations Certification.

Preference will be given to individuals who possess all of the above requirements or greater at the time of interview. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Created: 11.2008

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification Plan: 50/27

GERS: Regular Class