

**CITY OF BUSHNELL**  
*JOB DESCRIPTION # 20*  
**WATER/WASTEWATER SYSTEMS SUPERVISOR**  
**PAY GRADE 12**  
**\$42468.41 - \$70072.87**  
**Non-exempt**

**DEPARTMENT: Utilities**

**GENERAL DESCRIPTION:**

Performs supervisory work over the day-to-day operation, maintenance and reporting responsibilities over all wastewater treatment plants, collection, transmission systems and water plants. Work is performed under the general direction of the Director of Utilities.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises daily activities of employees, oversees and inspects plants and lift stations for proper operation and maintenance.
2. Prepares and executes operational and other written and verbal reports.
3. Prepares work schedules.
4. Keeps inventory of chemical usages and dosages.
5. Evaluates work performed by employees.
6. Conducts comprehensive analysis of all treatment processes. Interprets laboratory data as needed.
7. Inspects equipment failures and schedules work orders.
8. Insures safe operating conditions.
9. May perform as Lead Operator of the Plant as directed.
10. Calibrates lab and plant instruments.
11. Trouble shoots "off normal" system conditions.
12. Trains all subordinates on the City's safety manual and industry standard safety practices.
13. Investigates all accidents and injuries within the department and reports findings to the department head.
14. Participates in the meetings of the City's safety committee.
15. Performs other duties as assigned by Director.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Possesses: (1) knowledge of the occupational hazards to worker's health and individual safety requirements for wastewater systems operation and maintenance; (2) knowledge of remote telemetry systems as they apply to plant operations; (3) ability to interpret laboratory data as it relates to various chemical processes and ability to optimize treatment; (4) ability to organize, establish priorities, supervise technical employees and to assure high quality operations at all times (5) ability to develop sound record keeping procedures and to prepare accurate records; (6) ability to understand complex directions and to follow moderately complex prints and sketches (7) ability to prepare written reports and present them orally and professionally and; ability to communicate effectively in writing and orally. Knowledge of proper operation and maintenance of system components and equipment.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma. Considerable practical and supervisory experience in operation and maintenance of mechanical, electrical, chemical feed systems and process control of a well operated water treatment plant. Minimum of five (5) years experience in operation and maintenance of a water treatment plant.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Possession of Class C or higher Water Treatment certification. Possession of a State of Florida Class "B" Wastewater Treatment Plant Operators Certification and capability to attain a Class "A" Certification within 24 months of appointment to position. Valid State of Florida Class "B" Commercial Drivers license.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).  
Acceptable hearing (with or without hearing aid).  
Moderate to heavy (15 to 45 pounds and over) lifting and carrying.  
Distinguish colors.  
Walking, standing, bending, smelling, tasting, stooping, kneeling, pulling.  
Driving.

**ENVIRONMENTAL CONDITIONS:**

Works inside and outside in various weather conditions with: noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, slippery surfaces, uneven surfaces, in or with moving objects, odors, below ground with vibrations and poor lighting.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)