



OLYMPIC VIEW WATER & SEWER DISTRICT JOB DESCRIPTION

Position: Operations Supervisor

March, 2017

Reports to: Operations Manager

Salary Range: \$6,667 – 8,334 Monthly

JOB SUMMARY

This is a supervisor position reporting to the Operations Manager. The Operations Supervisor is responsible for the short term planning, preparation, organization, and coordination of daily work assignments for District staff including review and inspection of completed work for accuracy and timeliness. Participates in the development of standards and standard operating guidelines ensuring adherence to regulatory and/or best business practices. Coordinates and participates in the hiring process for vacancies under their supervision. Completes initial annual performance appraisals of assigned District staff for review by the Operations Manager. Evaluates staff performance including the recommendation of disciplinary action and following the employee disciplinary process. Completes research and analysis of complex projects including providing written recommendations and presenting findings. Monitors and provides input to operations and maintenance and capital budgets.

The Supervisor is expected to possess a combination of highly technical, supervision, and administrative experience along with excellent verbal and written communication skills. Success will depend on strong organizational and project management skills. This position is crucial to providing clear direction to staff on a daily basis while helping the District plan for upcoming operational and capital needs. These must be balanced with a priority for safety, efficiency, cost effectiveness, continuous improvement, and succession planning, while motivating and training staff.

STRUCTURE

Employees work in a team environment. The District has established standards for interaction between coworkers, Board members and customers to ensure and promote the Districts missions and goals. It is the responsibility of this position to work

effectively with both upper management and staff to create an environment supporting a high level of customer service, attention to individual growth and the maintenance of the water and sewer system.

This position serves in a supervisor position over the Foreman, Senior Water Treatment Plant Operator and Maintenance Technician 1, 2 & 3 positions and reports to the Operations Manager and/or General Manager in the absence of the Operations Manager.

Verbal communication skills (such as listening, giving feedback) as well as effective interpersonal and customer relations skills are necessary in a team environment.

The Supervisor must be able to and train staff to inspect, diagnose and problem solve problems as well as read and interpret codes, instruction manuals, regulations, OSHA/WISHA standards, maps and blueprints. The work requires learning and implementing the technical requirements and techniques of water and sewer systems as well as the use of various tools, machinery and materials.

Skills in written communications (read, work orders, directions, and memos) and keeping accurate records are required as is the ability to perform basic arithmetic calculations.

ESSENTIAL JOB DUTIES and SKILLS

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

- Coordinates and participates in the hiring process for vacancies assigned under their supervision.
- Initiates ongoing staff performance reviews including recommendations for and follow-up for employee disciplinary process.
- Completes initial annual goal setting and performance evaluation for assigned staff.
- Responsible for daily, monthly, quarterly and annual scheduling of work based on need and established goals.
- Provides approval for leave requests, vacation and training based on schedule.
- Prepares written reports, as needed.

- Monitors Maintenance and Operations Budget and Capital Budget and participates in developing annual budget.
- Possess the ability to identify inefficiencies or streamlined ways to complete tasks and implement change as needed.
- Works with the Senior Treatment Plant operator to ensure that water quality needs are included in all scheduling and all operators are qualified to operate the treatment plant on a standby basis.
- The ability to lead and motivate employees by encouraging communication and ongoing support of agreed upon team concepts.
- Address conflict(s) in an expedient and positive manner.
- A commitment to continuous quality of service and improvement to help guide and achieve the goals of the District is necessary.
- Provides leadership and mentoring to provide an open and supportive work environment for all Field Operations personnel
- Promotes an open supportive work environment that provides opportunity for growth and development of all staff.
- Extensive knowledge of all areas of the operations and maintenance of water and sewer systems, including the repair and replacement of pumps, pipes, SCADA, tanks and reservoirs, PRV stations, lift stations and all other facilities required to meet the District's mission and goals.
- Operational knowledge of project management, construction inspection, current regulatory requirements for water and sewer operations and District construction specification.
- Responsible for the oversight of the maintenance and operation of all equipment required for maintenance, repair and construction of water and sewer mains and appurtenances which may require the ability to read equipment manuals and schematics.
- Responsible for ongoing monitoring of all field operations to ensure possession of proper tools and equipment to perform required jobs and tasks.
- Monitors progress and performance to assure that adopted standards and specifications are met and resources utilized efficiently.
- Assists in the evaluation of training needed and takes appropriate steps to ensure that each employee receives the appropriate training in a timely manner.
- Ensures that the documentation and recording of all maintenance and repairs is complete and maintained in compliance with adopted procedure and policy.

PHYSICAL EFFORT/SENSORY REQUIREMENTS

Work is both physical and administrative in nature and is performed both indoors and outdoors.

Combinations of sitting, standing, kneeling, squatting, bending, stooping and walking are compulsory. Lifting 20-50 pounds routinely and 50-100lbs occasionally, with assistance, is required.

ENVIRONMENTAL/WORK CONDITIONS

The Operations Supervisor works independently, supporting assigned staff in their assigned tasks. Certain environments may present hazards, such as those found when working around various kinds of machinery and traffic.

Must be able to see, hear and smell in order to perform signaling and dye tests, detect fumes, odors, and gases and respond to telemetry equipment, being responsive to their own safety, as well as that of other coworkers when exposed to the hazards listed below.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities, however, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or customers.

Staff members operate in a smoke and drug-free work environment for their health, safety and productivity, as well as that of their customers.

EQUIPMENT

Computers with Microsoft Office, including but not limited to Word, Excel and PowerPoint. Written materials, work orders, schedule charts, notes, computer, and various instruction manuals. All other tools and equipment which may be used for specific crew functions. Future work practices may necessitate the use of different tools and equipment.

MINIMUM QUALIFICATIONS

- High school education or equivalent,

- Seven (7) years' of progressive responsibility in supervisory positions related to construction, technical and mechanical maintenance, repair and operations of water and sewer utilities, and/or water treatment plant operations. A combination of education and work experience may be considered in the determination of years experience.
- Experience and/or education in the use of a variety of managements techniques,
- A working knowledge of regulatory, technical requirements and techniques of water and sewer are necessary,
- A current Washington State driver's license, or the ability to obtain one within 30 days,
- A clean driving record is required.

The following certifications must be obtained and maintained within two years:

- Washington State Department of Health WDM 4,
- WTPO 3,
- CCS,
- Washington Wastewater Collection Personnel Association (WWCPA) Wastewater Collection 4,
- First aid, flagging certification,
- Completion of "competent person training" in the areas of trenching, shoring and confined spaces,
- A Class B CDL with Tanker and Airbrake Endorsements.

Vaccinations for hepatitis, polio and tetanus are recommended prior to working in the wastewater area.