



## NOTICE OF EMPLOYMENT

**POSITION TYPE:** Accepting Applications from Internal and External Applicants

**POSTING DATES:** February 21 – March 22, 2010

**POSITION TITLE:** Operations Supervisor - Wastewater Operations Division  
FLSA Non Exempt  
Level: 13 Salary Range: \$25.52 - \$43.40/hour

**RESPONSIBLE TO:** Wastewater Operations Manager

### **BASIC JOB FUNCTIONS:**

With little or no supervision, plan and implement, direct and administer wastewater related facilities and functions. This position is responsible for the operational activities of the wastewater treatment plant(s).

### **ESSENTIAL JOB FUNCTIONS:**

- Establish and implement policies, plans, procedures, and standards for the efficient and effective operation and maintenance of the Wastewater Treatment Plant programs.
- Propose, develop, and implement pertinent information for the operation and oversight of the WWTP CMMS system.
- Provide technical support and expertise for plant staff, and the District concerning analytical procedures, methods, operation of equipment, interpretation of results, and other issues.
- Recommend actions and provide data to support enforcement of plant operations.
- Establish, implement, and update standard operating procedures including the review, evaluation, and recommendation of new and different technologies, products, equipment, analytical procedures, and methods.
- Negotiate and administer contracts with contractors and consultants on various CIP projects.
- Ensure that complete and accurate records are maintained of all plant equipment (paper and electronic).
- Monitor and comply with all safety measures and procedures.
- Prepare annual budget and ensures compliance with annual budget performance expectations within the Wastewater Operations Division. Including developing scheduling, staffing, budget, and chemical projections for the WWTPs.
- Supervise WW Operations staff and provide routine procedures to be followed, establishing work rules, safety requirements, and performance standards, and will discipline and evaluate staff accordingly.

- Work with the Wastewater Operations Manager and/or designee in establishing individual goals and standards for the performance of operations staff, conducts periodic performance reviews, and assists in making appointments, promotions, or removals.
- Work with the Wastewater Operations Manager and staff to ensure employee orientation, training, and safety programs are carried out by each section, including but not limited to facilitation and or planning of training.
- Work with the Wastewater Operations Manager to ensure that all personnel actions are conducted in accordance with District personnel policies and procedures, and that supervisory practices are in accordance with labor agreements.
- As directed by the General Manager and/or Wastewater Operations Manager, respond to inquires from the press and public, and contacts with other agencies and political bodies that are consistent with the District's overall policies and procedures.
- Attend and make presentations at Board of Commissioner meetings and other meetings as needed throughout the community.
- Review operating data and records for conformance to permits. May sign monthly NPDES permit.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- May assume the duties of the Wastewater Operations Manager or Asst. Operations Manager in the incumbent's absence.

**EDUCATION AND EXPERIENCE:**

- Graduation from a two year college or university with an Associate of Science degree in fields related to wastewater is preferred. Must have greater than five (5) years of demonstrated work experience in an advanced secondary treatment wastewater treatment plant. Must have at least five (5) years in a supervisory (management) capacity; or the equivalent combination of education and experience.
- Must possess a valid Washington State driver's license and a driving record acceptable to the District's insurance carrier. Position may require CDL.
- A Wastewater Treatment Plant Operator Group IV License in the State of Washington is required for the position.
- Must obtain within one (1) year from initial employment any required certification or licenses applicable to the District; i.e., First Aid Training, Certified Flagging Safety, etc.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced knowledge of water, wastewater, and biosolids chemistry, treatment, processes, utilization, and applicable regulations.
- Advanced knowledge of environmental issues, regulations, and practices related to the analysis of environmental samples.
- Advanced knowledge of mathematical and statistical analysis methods, techniques, and principles.
- Working knowledge of the hazard and safety principles associated with working in the wastewater industry, including knowledge of industrial health and safety standards and procedures, occupational hazards, chemical hygiene, hazardous waste disposal, and applicable regulations involved in operating a laboratory and a pretreatment program.

- Knowledge of emergency first aid.
- Knowledge of chemical and hazardous materials; their proper use, handling, storage, and disposal; and applicable regulations.
- Knowledge of wastewater processing theory and fundamentals.
- Knowledge of regulatory and permitting conditions, and of applicable local, state, and federal regulations.
- Knowledge and demonstrated application of project management techniques and principles related to Wastewater CIP projects, including technical writing principles and techniques.
- Demonstrated skill in using computer and associated software including spreadsheets, databases, and word processing.
- Skill in working with diverse individuals, scientific community, regulators, elected officials, development community and the public.
- Advanced skill in supervising and managing/directing the work of others, including counseling, mentoring, training, motivating, delegation of tasks, team building, and performance evaluations. Ability to plan, direct, and oversee the work of subordinates.
- Ability to develop and implement short and long range planning processes to meet department needs.
- Demonstrated skill in making presentations to technical and non-technical audiences. Ability to communicate professionally both orally and in writing, dealing tactfully and courteously with the public and other employees.
- Organization, record-keeping, problem solving, and time management skills.
- Ability to research and interpret environmental issues, technical literature, and regulations in order to determine impacts on the department, make appropriate recommendations, and maintain consistent compliance.
- Demonstrated experience in applying oral and written communication skills to read, write, present, and follow complex oral and written instructions.
- Thorough understanding and working knowledge of management techniques and principals.
- Demonstrated ability to manage complex and multi-disciplinary projects.
- Demonstrated working knowledge of development, forecasting, analysis and monitoring of operating and capital budgets.
- Advanced analytical skills to assess trends and develop strategies for action.
- Proactive problem solving skills to maximize potential of initiative solutions to problems and enhance creative talents of subordinates.
- Ability to establish and maintain effective working relationships with District staff, contractors, vendors, regulatory agencies, and general public.
- Requires the ability to read blueprints, read and record measurements, interpret and prepare reports, and keep accurate records.

**GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate excellent written and verbal communications skills.
- Ability to carry out verbal and written instructions.
- Ability to organize and prioritize workload.

- May perform tasks/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Must be able to maintain regular, predictable attendance.
- Must reside within 30 minutes travel time from the District's boundaries.
- Other duties as assigned.
  
- **MANAGERIAL REQUIREMENTS:**
- Oversee and direct the work of subordinates in work unit in accordance with guidelines set by department manager.
- Conduct timely annual Employee Performance Reviews (EPRs) of employees in work unit.
- Plan, organize and/or supervise the work of subordinate employees.
- Delegate responsibilities, as appropriate, to subordinate managers and staff for effective and efficient operation and management of the District.
  
- **SPECIAL REQUIREMENTS:**
- Depending on area of assignment, must have valid WA State Driver's License.
- May require work in inclement weather.
  
- **WORK ENVIRONMENT:**
- Work is generally performed in a(an) plant environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work is performed in the plant/field and an office environment using telephone, computers, and standard office equipment. Travel to out of District training events and conferences may be required from time to time. Occasional attendance at evening Board meetings may be required.
- Medium to light lifting, climbing, balancing, stooping, kneeling, twisting and reaching.
- Subject to loud noise, chemical hazards, and odors.
- Requires visual and hearing acuity and substantial manual dexterity.
  
- **MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**F:** Frequent (34%-66% of the time)

**O:** Occasional (1-33% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:     Sedentary     Light     Medium     Heavy     Very Heavy

	Frequency	Comments	
Sitting	F		
Standing	O		
Walking	F		
Driving	O		
Lifting: 50lb.	O		
Carrying: 50lb.	O		
Push/Pull: 50lb	O		
Climbing Stairs/Ladders	F		
Working at heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	O	10% Pinch Grasp	25% Whole Hand Grasp
Comments for line above			
Fine Finger Manipulation	O		
Talking	F		
Hearing	C	50% Indoors	50% Outdoors
Seeing	C		
Temperature Extreme	O		
Comments for line above			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Lakehaven Utility District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit all application materials: a completed Cover Letter (expressing interest in the job) Resume, District Application form, and Supplemental Questionnaire no later than 5p.m. Monday, March 22, 2010 to: Lakehaven Utility District, c/o Human Resources, 31627 First Avenue South, PO Box 4249, Federal Way, WA 98063. Incomplete applications will not be accepted.

**Please visit [www.lakehaven.org](http://www.lakehaven.org) for application materials and the full Notice of Employment**

**WASTEWATER OPERATIONS SUPERVISOR**  
**MARCH 2010**  
**SUPPLEMENTAL QUESTIONNAIRE**

Please answer the questions below and submit your answers along with a copy of your resume, a cover letter and a Lakehaven Utility District application form. Your application will not be considered unless all four documents are included in your application packet.

1. Please explain your experience supervising employees.
2. If you do not have a Washington State Group IV WW Operation license please explain how you meet the licensing requirements of the position.
3. Provide a brief description how you have performed the work requirements of Wastewater Operations Supervisor position in your other work places.
4. Explain the experience you have had in evaluating employees.
5. Explain your experience responding to emergencies after hours and being on call after hours.
6. Outline the experience you have in budgeting for the area you have been responsible for in past job positions.
7. Describe your experience utilizing computers and software programs. Please outline the software programs you have experience utilizing.
8. Have you worked in inclement weather? If so when and where.
9. What is your philosophy of how to operate and maintain equipment you are responsible for in a position such as the Wastewater Operations Supervisor?
10. Explain your working knowledge of SCADA systems.
11. What experience do you have in overseeing union personnel and working in a union environment?