



POSITION VACANCY NOTICE

City of Ketchikan

March 5, 2024

TITLE: WASTEWATER SUPERVISOR			
DEPARTMENT:	Public Works	DIVISION:	Wastewater
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE / STEP:	771 / A – U DOQ	DUTIES:	See attached job description
MONTHLY SALARY:	\$7,443.23- \$9,876.79 DOQ	UNION STATUS:	NO

SPECIAL REQUIREMENTS:

Education or training in chemistry, biology and algebra necessary for calculations of volume flows and chemical solution is desirable; Four years of experience in the operation, maintenance, and repair of a wastewater treatment plant and collections system including one year of administrative and/or lead supervisory responsibility; Possession of a Class B driver's license; Wastewater Collection and Treatment Certifications Level II from the State of Alaska. Wastewater Collection and Treatment Certifications Level III are desirable; Possession of, or ability to obtain, an appropriate, valid C.P.R. and First Aid Certificate.

ADVERTISING REQUIREMENTS

Position is Open Until Filled

PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

WASTEWATER SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction, supervises and coordinates all wastewater program activities and operations within the Public Works Department including wastewater collections and treatment; ensures compliance with the Environmental Protection Agency NPDES permit and OSHA safety regulations; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Public Works Director/Engineering Manager.

The City of Ketchikan owns and operates a wastewater treatment facility, seven pump stations and a collection system as a public utility. The Wastewater Supervisor is responsible for the safe, effective and efficient day-to-day operation and maintenance of these facilities. The Wastewater Supervisor must frequently make independent, sound decisions on system operations and must perform these duties in a manner that reflects positively on the City and the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Coordinates the organization, staffing, and operational activities for the wastewater program including wastewater collections and treatment activities and operations.

Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.

Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.

Directs, coordinates, and reviews the work plan for assigned wastewater services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Participates in the selection of wastewater personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline and termination procedures.

Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.

Examines the wastewater collection and treatment system; obtains background information about the characteristics, flow rate, and industrial discharge of the wastewater to be treated; establishes and coordinates system operation and maintenance schedules.

Supervises and participates in operating, maintaining, monitoring, and repairing the City's wastewater collection lines, pump stations and treatment facility in compliance with state and federal standards and 301(h) waiver; operates maintenance vehicles and equipment; prepares written recommendations for modifications and repairs as required.

Inspects and evaluates work in progress and upon completion to assure that work is performed in accordance with City regulations, policies, and operating procedures and practices; identifies problem areas and directs remedial action.

Participates in necessary work and does hands on demonstrations of how the work is to be accomplished.

Collects samples and performs or supervises biochemical oxygen demand, suspended solids and other laboratory tests as required; interprets results; prepares reports and adjusts wastewater system operations.

Supervises and participates in developing and maintaining wastewater records such as sewage flow, diaries, and laboratory records; tracks seasonal effluent characteristics and adjusts wastewater treatment operation accordingly.

Coordinates, directs and performs residential and commercial sanitary sewer connection inspections; responds to citizen requests for information and assistance, and maintains public education relating to the wastewater system.

Develops, writes, and implements Standard Operating Procedures (SOPs) for both wastewater treatment and collections; tracks SOPs for accuracy and functionality.

Works with contractors to insure quality installations and adherence to specifications set forth in contracted work.

Provides staff assistance to the Public Works Director/Engineering Manager; prepares and presents staff reports and other correspondence as appropriate and necessary.

Coordinates wastewater activities with those of other divisions and outside agencies and organizations.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of wastewater operations; incorporates new developments as appropriate into programs.

Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a wastewater operations program including the City's wastewater treatment plant and collections systems.

Modern and complex principles and practices used in maintaining a wastewater operations program.

Methods, practices, materials, tools, and equipment common to a wastewater operations program.

Principles of municipal budget preparation and control.

Principles of supervision, training, performance evaluation, and progressive discipline.

Principles and practices of repair, maintenance and adjustment procedures for wastewater treatment plant equipment.

Tools and equipment used in the maintenance and repair of wastewater collection systems and treatment plant

Principles and practices of wastewater collection.

Principles and practices of bacteriological and sampling techniques and mathematical analysis.

Occupational hazards and standard safety practices.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate and direct wastewater operations programs including the City's wastewater treatment plant and collections systems.

Supervise, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff; implement progressive discipline when necessary.

Recommend and implement goals, objectives, policies and procedures for providing wastewater programs.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Participate in the preparation and administration of assigned budgets.

Plan and organize work to meet changing priorities and deadlines.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Plan, organize, and supervise the operation of a wastewater treatment plant and associated collection systems.

Collect a variety of samples for laboratory tests.

Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Interpret and explain City policies and procedures.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater treatment plant operations and maintenance. Education or training in chemistry, biology and algebra necessary for calculations of volume flows and chemical solution is desirable.

Experience:

Four years of experience in the operation, maintenance, and repair of a wastewater treatment plant and collections system including one year of administrative and/or lead supervisory responsibility.

License or Certificate:

Possession of a Class B driver's license.

Wastewater Collection and Treatment Certifications Level II from the State of Alaska. Wastewater Collection and Treatment Certifications Level III are desirable.

Possession of, or ability to obtain, an appropriate, valid C.P.R. and First Aid Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting, wastewater treatment plant and outdoor field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to respond to emergency calls after hours including evenings, nights, and weekends. Frequent contact with equipment suppliers, the general public and regular contact with state, federal and other city agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting, wastewater treatment plant, and in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-71

Union: No

FLSA: Exempt

Date Approved: February 17, 1993

Date Amended: April 16, 1999

Date Amended: June, 2007 (*Johnson & Associates*)

Date Reviewed: August 2019

Date Amended: July 2022

Grade Amended: February 2024

Human Resources Manager Approval

City Manager Approval