

CITY OF CHEROKEE
AN EQUAL OPPORTUNITY EMPLOYER
POSITION VACANCY

Class Title: Waste Water Grade IV Operator/Supervisor
Department: Public Works Department
Division: Waste Water Treatment Plant
Salary: DOQ
FSLA: Exempt

GENERAL PURPOSE:

Performs the leadership and day to day management of the Cherokee Waste Water Treatment Plant. The Waste Water Supervisor plans, organizes, directs, and controls the activities of the wastewater treatment plant and laboratory, and in close coordination with the Public Works Director, ensures the effective operation and maintenance of wastewater collection systems, and lift stations. The Waste Water Supervisor is responsible for the planning, budgeting, reporting, administration, operation, and evaluation of all wastewater resource programs; establishes quality and performance standards for administrative, operations, and maintenance staff; attainment of quality performance; and performs responsible and innovative administrative management in support of the department and the City's goals and objectives.

SUPERVISION RECEIVED:

Direction is provided by the City's Public Works Director. The Public Works Department provides collection system assistance and support.

SUPERVISION EXERCISED:

Provides direct supervision of Wastewater treatment plant operators and maintenance personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops, executes and monitors work plans, programs, goals, and objectives to achieve the department's mission and assigned priorities.

Develops and executes policies and procedures necessary to ensure that wastewater quality related activities of the City are in compliance with federal, state, and local regulatory requirements.

Manage and maintain the SCADA system. Evaluate new ways of improving operations through the use of SCADA.

Ensures that the wastewater treatment facilities and lift stations are maintained and operated to meet all federal, state, and local public health and regulatory requirements. Reviews, evaluates, and adjusts the performance of all wastewater systems.

Ensures compliance with all applicable Federal and State permits issued for the operation of City-owned wastewater facilities including the preparation of State reports, periodic review of reports and other related technical data required in connection with said compliance, to recommend adjustments and for continual improvements to the plant.

Provide indirect management for the construction and expansion of the waste water treatment plant while insuring that the existing plant stays within the permit standards.

Supervises and reports on emergency response for sewage spills; coordinates with appropriate regulatory agencies; coordinates with the city administrator and Public Work Director to ensure timely posting of health warnings, public notices, and dissemination of other public information.

Oversees and coordinates the monitoring, sampling, and testing of wastewater treatment, and pretreatment and other water resource related hazards.

Inspects and/or repairs lift stations, wet wells, valves at frequent intervals to insure that all aspects of the system are functioning properly.

Respond to bypass events to evaluate the situation, and initiate corrective action.

Performs all duties in conformance with appropriate safety and security regulations, and ensures subordinate personnel are also in compliance with these regulations; serves as a "competent person" during excavations or assigns another employee.

Maintains a variety of records relating to inspection, maintenance activities, repairs and/or other projects.

Responds to emergency calls at any time, must be able to carry a cell phone and respond to cell phone call outs and direct other employees to do so as well.

Operates and/or supervises the operation of light and medium sized construction and power equipment, such as mechanized broom, sludge application truck, backhoe/loader, pickup truck, utility truck, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and phone.

Insures the proper maintenance of equipment and tools by cleaning, checking, and maintaining equipment after use.

Communicates effectively by preparing and presenting both oral and written reports and correspondence to public/private groups and technical peers; demonstrates open and direct communication with peers, subordinates, and the public.

Creates, processes, and maintains a variety of data and records related to equipment inventories, installed locations, initial and follow-up inspections, routine and unscheduled maintenance activities, and other records necessary to the normal operations of the Sewer Department.

Performs all duties in conformance to appropriate safety and security standards.

Manages and directs the research, preparation and submittal of complex and detailed technical and administrative reports and studies required by regulatory agencies, the City, and other organizations.

Assists in the planning and development of annual operating and maintenance budgets and capital improvement budgets; monitors and evaluates the budget to ensure efficient and effective use of resources and adherence to established guidelines.

Provides guidance and direction for the periodic review and revision of plans and programs necessary for the effective operation, maintenance, upgrade, and expansion of the wastewater treatment facilities.

Directs, coordinates, and evaluates the performance of assigned staff; ensures that training courses/programs are available for continuous improvement and required CEUs of all staff levels.

Develop good rapport with major industries and regulatory agencies.

Serves as a member of various City related committees both internal and external to the City organization including but not limited to the City's Safety Committee.

CDL preferred.

Performs other duties as assigned.

COMPETENCIES:

- A. Exhibits behavior consistent with the mission, vision, and values of the City of Cherokee.
- B. Furthers the mission, vision, and values of the City through excellent customer service, creative problem solving, decision making and stewardship of City resources.
- C. Contributes to a learning/thinking/renewing department through feedback and continuous improvement.
- D. Provides teaching, mentoring, and motivation to other employees within the organization through the sharing of knowledge, skills, and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.
- E. Demonstrates emotional intelligence in day-to-day work, decision making and problem solving.
- F. Initiates and suggests actions to improve departmental and City operations, employee performance, morale, and work methods.

- G. Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.
- H. Demonstrate proficiency in the laboratory.

Communication

- A. Provides suggestions, advice and support to supervisor, other City employees, employee teams, and City customers.
- B. Communicates effectively, both orally and in writing with supervisors, City employees, employee teams, the public, and outside agencies. Proficiency preparing, reviewing, and submitting Monthly Operational Reports to DNR.
- C. Works cooperatively with all City employees toward the common goal of providing high quality services.
- D. Exhibits excellent interpersonal and human relationship skills.
- E. Ability to work with major industrial users on pretreatment programs, compliance issues, and projected changes to their effluent.

Management

- A. Participates in development and mentoring of co-workers and employees to achieve a cohesive work unit consistent with the City's mission, vision, and values.
- B. Is accountable for the delivery of quality services and work product as a part of the overall departmental and City-wide strategic direction, goals, and objectives.
- C. Contributes to a superior work culture through participation in training and mentoring to develop leadership, management, and technical skills in all employees.
- D. Assists fellow employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.
- E. Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.
- F. Assists in the preparation of, and adherence to, operational and capital budgets and exhibits good stewardship of the organization's resources.
- G. Suggests and carries out procedures to assure the highest standards of risk management, employee safety and risk avoidance.

Technical tasks

- A. Performs all job duties in compliance with the established rules and regulations and City of Cherokee operating procedures. Demonstrates accountability and responsibility for completion of work assignments in the absence of a department supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.
- B. Promotes safe work practices and ensures compliance with City safety policies.
- C. Assists in the development of operating procedures, policies, rules, and regulations.
- D. Prepares letters, reports, requisitions, legal notices, memos, and other written documents.
- E. Attends meetings, seminars, training programs, conferences, and other related events.
- F. Knowledge of and day to day use of **SCADA**.
- G. Maintains individual knowledge and skills to be able to carry out all duties of position.
- H. Knowledge and supervision of laboratory operations.

- I. Reviews and investigates complaints and requests for service(s).
- J. Handles other responsibilities and duties as assigned or needed.

MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Prefer a four-year degree from an accredited college/university in environmental/biological science, chemistry, environmental or civil engineering, water or wastewater treatment or a closely related field, and
- B. Must have an Iowa Grade IV Certification in Wastewater Treatment with progressively responsible experience in operation of a municipal wastewater treatment facility, or other water resource-related experience in a public works setting. Prefer experience with direct management or other senior supervisory level that included daily direction and supervision of personnel, assignment and evaluation of work assignments, budget development and fiscal administration responsibility.
- C. May consider Iowa Grade III Wastewater Treatment Certification with the ability to immediately test for Grade IV certification and with an equivalent combination of education and experience.
- D. Working knowledge of SCADA.
- E. CDL not required at time of hire, but preferred.

Demonstrated Knowledge, Skills and Abilities:

- A. Working knowledge of federal, state, and local regulations relating to wastewater.
- B. Knowledge and Skills to operate a Grade IV wastewater treatment facility.
- C. Skills to communicate clearly and concisely both orally and in writing; make effective formal presentations and write complex technical reports.
- D. Skills to develop and effectively execute and evaluate strategies, work plans, programs, policies, and procedures relating to area of responsibility.
- E. Skills to research and analyze complex issues and develop appropriate recommendations for action.
- F. Ability to effectively monitor the division's budget and anticipate future budgetary needs.
- G. Ability to interpret, apply, and explain complex rules, regulations, laws and ordinances.
- H. Ability to effectively manage and supervise subordinates; ability to establish and maintain effective relationships with city staff, regulatory agencies, advisory groups, and the general public.

SPECIAL REQUIREMENTS:

- 1. Current Iowa Grade IV Wastewater certifications or ability to obtain Grade IV within One Year from date of hire.
- 2. Valid Iowa driver's license or the ability to obtain one within 30 days and a satisfactory driving record as determined by the City.
- 3. Must satisfactorily pass a detailed background check in accordance with guidelines set forth by the US Department of Homeland Security and the requirements outlined in the City's assessment of system vulnerabilities for the City of Cherokee Water Supply System.
- 4. Must be able to work the hours necessary to accomplish the work; attend evening

meetings; travel out of town and attend workshops, conferences, seminars, and meetings during work and non-work hours; available on call in the event of a major emergency.

5. Knowledge of laboratory operations and reporting criteria.

TOOLS AND EQUIPMENT USED:

Personal computer including word processing, PowerPoint, Outlook, and Excel software, calculator, pencil, ruler, mobile phone, phone, copy and fax machine, vehicles, and SCADA system.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in wastewater treatment plant in an office setting. Some daily outdoor work is required in the monitoring of various plant processes and field lift stations. Indoor work also consists of laboratory operations that may expose the individual to odors and chemicals.

Performance of the essential office setting duties of this position includes the following physical and/or working conditions: the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of computers, calculators and data entry. Tasks require sound and visual perception and discrimination, as well as oral communications ability.

While performing the essential outdoor duties of this job, the employee is regularly required to use the hands to finger, handle, or feel objects and reach with hands and arms. The employee is frequently required to stand, talk, hear, walk, sit, stoop, kneel or crouch and smell. The employee is occasionally required to climb or balance and crawl. Specific vision abilities required include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

MENTAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use written and oral communication skills, read and interpret complex data, information and documents, analyze and solve difficult problems, use statistical/mathematical reasoning, perform highly detailed

work under changing, intensive deadlines, on multiple concurrent tasks, and work with constant interruptions and interact with officials and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions where temperatures vary from hot to very cold. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, vibration and odors. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud in field facilities and moderately quiet in office settings.

SELECTION GUIDELINES:

Formal application will be analyzed, rating of education and experience; oral interview and reference check; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Cherokee is an Equal Opportunity Employer and a Drug Free Workplace. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

A CITY APPLICATION CAN BE OBTAINED FROM CITY HALL, 416 W. MAIN STREET, CHEROKEE, IA 51012, PHONE: (712) 225-5749 OR ONLINE AT THE CITY OF CHEROKEE WEBSITE AT: WWW.CHEROKEEIOWA.NET. RESUMES AND COVER LETTERS ARE GREATLY APPRECIATED, HOWEVER SHOULD BE ACCOMPANIED BY AN APPLICATION.

Approval: _____ Date: _____
Department Head/Supervisor

Approval: _____ Date: _____
City Administrator/Hiring Authority