

**Job Description:** Treatment Plant Supervisor  
**SCA Equivalent:** None  
**Effective Date:** January 1, 2012  
**Last Revision:** January 1, 2020  
**AIP Target:** 14% of Base Earnings  
**Profit Centers:** 203, 204, 208, 209

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**Primary Accountability** - Responsible for providing overall support to the operations teams well as serving as the direct responsible charge (DRC) for wastewater collection, treatment and disposal systems and/or water treatment and distribution systems.

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### **Description of Primary Responsibilities**

- 1) Provides management and supervision to departmental staff:
  - a) Assigns duties and responsibilities, and ensures employees receive instruction/training needed to complete job responsibilities,
  - b) Reviews work for thoroughness and accuracy, and provides specific instructions to employees on completion of tasks/responsibilities,
  - c) Ensures that employees are aware of and adhere to all company policies and procedures, and conveys all senior management communications and directives,
  - d) Conducts performance appraisals, completing performance appraisal documentation and meeting with employees to provide feedback; creates and follows through with employee development plans,
  - e) Monitors performance as appropriate, providing mentoring/guidance to assist in employee development,
  - f) Determines the most effective method for assigning responsibilities and duties to employees in the department; maintains job descriptions, procedures and other documentation related to organization of job.
- 2) Provides leadership and direction to assigned employees:
  - a) Assigns tasks and schedules activities for employees,
  - b) Leads group discussions, problem solving and project activities,
  - c) Prepares and schedules approved projects in advance,
  - d) Work with employees to improve performance and support disciplinary procedures implemented by the supervisor/manager,
  - e) Coordinates and oversees subcontractors.
- 3) Provides administrative support:
  - a) Reviews and approves invoices, purchase requests, and timesheets,
  - b) Reviews contracts and proposals,
  - c) Assists in the budget of contract price proposals,
  - d) Assists with financial report reviews,
  - e) Oversees collection system and/or sludge pumping records and reports.
- 4) Prepares key organizational and financial documents:
  - a) Prepares project schedules,
  - b) Prepares and submits various operational reports as required by the Operations Manager,
  - c) Prepares internal estimates for non-routine work,
  - d) Ensures invoices are prepared and provided to accounting,
  - e) Coordinates with other supervisors on estimates for non-routine work,
  - f) Assists in creating annual budgets and assists in future budgets,
  - g) Reviews monthly P&L and provides financial variance analysis reports to clients,
  - h) Follows-up on outstanding invoices.

- 5) Responsible for the maintenance and upkeep of equipment and operating devices as necessary based on staffing:
  - a) Creates preventative maintenance schedule for equipment to ensure performance,
  - b) Operates and services the aerator system and blowers, filtration system and chemical metering systems,
  - c) Operates and maintains the centrifugal fan, pre-treatment devices, solids handling and aeration equipment of various treatment processes,
  - d) Understands different treatment processes in either water or wastewater disciplines and equipment,
  - e) Performs modifications to treatment processes and equipment in either water or wastewater discipline,
  - f) Drains and cleans tanks or basins,
  - g) Calibrates and tests routine lab equipment,
  - h) Performs preventative maintenance on equipment, lubricates, changes oil, and makes running repairs and adjustments to machinery and equipment,
  - i) Paints equipment, buildings and other plant structures, including touch-ups and/or corrosion control/prevention,
  - j) Performs general yard work and grounds maintenance, maintains neat and clean appearance at all facilities.
- 6) Responsible for the performing physical and chemical tests as necessary based on staffing:
  - a) Collects and tests fecal or total coliform samples,
  - b) Conducts evaluations to identify sample content as needed per facility and DOH, EPA, contract and process control monitoring,
  - c) Maintains and reviews operational process control data for process optimization in water or wastewater.

### ***Description of Primary Attributes***

#### **General Development:**

- 1) Considers the way the work affects other employees outside the department or functional area.
- 2) Possesses more advanced organizational skills, in order to organize projects or the work of others.
- 3) Provides leadership and motivation to others.
- 4) Re-prioritizes work in response to changes in circumstance.
- 5) Devises effective solutions to situations encountered based on the general goals and objectives of the function.
- 6) Draws conclusions using inference and logic, which may be different than the conclusions that could be drawn by others.

#### **Professional & Technical Knowledge:**

- 1) Possesses general work-related skills at a level consistent with completion of a high school program or equivalent, including written and verbal communication skills, computational and computer skills, and mathematical knowledge.
- 2) Possesses knowledge of the practices and procedures used in the operation and maintenance of wastewater treatment and pumping plant equipment and the various types of wastewaters and associated problems and processes at a level expected of a State of Hawaii Grade IV WWTP or Grade II WTP Operator.
- 3) Possesses knowledge of sampling methods and the physical and chemical tests used in treatment plant control, hazards and safety practices involved in working around high voltage equipment and moving machinery, process quality control requirements and remedial measures in dealing with

process malfunctions and emergencies, at a level expected of a State of Hawaii Grade IV WWTP or Grade II WTP Operator.

- 4) Possesses knowledge of practices and procedures used in the operation, maintenance and repair of equipment.
- 5) Possesses knowledge of practices and procedures used in the preventive maintenance, rehabilitation and repair of wastewater collection systems, and types and uses of collection system equipment.
- 6) Possesses knowledge of state, federal and local regulations pertaining to wastewater and related safety topics.

**Technical Skills:**

- 1) Has the ability to read and interpret meters and gauges, record readings and maintain operation records and use basic mechanic hand and power tools.
- 2) Has the ability to use scheduling software programs used by the company.
- 3) Has the ability to prepare more complex documents in Microsoft Word, including creating tables, charts, graphs and other elements.
- 4) Has the ability to use Microsoft Excel to analyze data, including the use of formulas, functions, lookup tables and other standard spreadsheet elements.

**Licenses & Certifications:**

- 1) Possesses a valid driver license.
- 2) Possesses a valid State of Hawaii Grade IV WWTP Operator License or Grade II WTP License and Grade II DSO License.
- 3) Successfully completes Ken Kerri Wastewater Treatment Advanced Course or possesses a valid State of Hawaii Grade IV WWTP License for at least 15 years.
- 4) Successfully completes Ken Kerri Water Distribution System Operation and Maintenance or possesses a valid State of Hawaii Grade IV Distribution License for at least 15 years.

**Communications Skills:**

- 1) Communicates with clients on operations matters.
- 2) Effectively communicates opinions and extrapolations of information collected and synthesized/analyzed.
- 3) Resolves conflicts that may arise because of disagreements between employees, between employees and customers/clients, or with the public, other legal entities or governmental authorities.
- 4) Convinces others to take actions, or to behave in a specific way desired by the employee.
- 5) Compiles, analyzes and prepares information in an effective written form, including correspondence, reports, articles, or other documentation.

**Physical Demands:**

- 1) Meets the health and physical condition standards deemed necessary and proper for performance of the duties.
- 2) Is able to be exposed to hazardous, unsanitary and unpleasant conditions.
- 3) May also be subject to shift, weekend and holiday work.
- 4) Is required to respond to emergency call outs.
- 5) Has ability to perform heavy lifting (50#) and other manual work under adverse conditions.