

OPERATIONS SUPERVISOR, WWTF

Town of Christiansburg
Public Works Department
Code 45015

JOB SUMMARY

Under direction of the Public Works Assistant Director, the Operations Supervisor, WWTF manages administrative and work functions associated with operating the Town's Wastewater Treatment Facility (WWTF) and sewer lift stations. The position oversees and coordinates the daily operation and maintenance of the WWTF, liftstations, and associated programs to ensure compliance with local, state, and federal requirements. Responsible for providing the necessary supervision, technical guidance and direction to facility staff and provides complex assistance to the Assistant Director.

ESSENTIAL FUNCTIONS

- Coordinates the organization, staffing, and operational activities for the WWTF, liftstations, certified laboratory, pretreatment and biosolids programs.
- Oversees the operation of equipment/processes such as pumps, metering devices, electrical control panels, bio-solids dewatering, chemical feed systems and gas compressors
- Monitors preventative and corrective maintenance on all plant equipment, using and interpreting the Supervisory Control And Data Acquisition (SCADA) systems.
- Supervises, directs, and evaluates assigned staff; develops work schedules to ensure adequate coverage; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals; assists in hiring new workers; provides training to staff members
- Assists in directing, monitoring, and inspecting projects; reviews blueprints or work instructions; assists with the procurement of needed materials; monitors project timelines and goals; provides updates on project status and estimated completion times as requested.
- Performs various financial tasks involved in department operations; assists in developing and administering department budget and capital improvement planning; monitors expenditures for adherence to established budgetary parameters; submits project cost accounting and project cost projections for labor, materials and equipment needs.
- Maintains inventory of stock materials to complete tasks; obtains, secures, and monitors pricing on materials and goods; prepares cost estimates on equipment; prepares and processes purchase orders; maintains related documentation.
- Receives and responds to complaints and inquiries from management, staff, citizens, businesses, and agencies; keeps related records and makes required reports.
- Responds to emergency situations involving wastewater operations, such as odor complaints, sewer issues, equipment failures, SCADA alarms, inclement weather, and natural disasters; assigns and directs emergency work crews as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; attends and/or conducts workshops and training sessions as appropriate.
- Oversees safety programs for assigned sections and work groups; assists with action planning for safety programs; implements and monitors risk management plan regarding hazardous material and

responds to workers' compensation issues.

- Performs other duties as assigned

JOB REQUIREMENTS

EDUCATION

- Bachelor's or Associate's degree in a closely related field (preferred, not required)
- A minimum of five (5) years of progressively responsible experience in operations and maintenance of wastewater treatment facilities; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.
- Prior supervisory experience, with preference in wastewater treatment facility

LICENSES AND CERTIFICATIONS

- Virginia Class I Wastewater Operator License (preferred)
- Certified Land Applicator License (preferred)
- Valid Virginia driver's license, with the ability to meet and maintain Town insurability requirements and a minimum of two (2) years driving experience
- May be required to obtain and maintain other certifications as deemed necessary

***Applications will only be accepted on our Town website at <https://www.christiansburg.org/jobs>.**