City of Stoughton
Position Description

Name:	Brian G. Erickson	**Department:**	Stoughton Utilities Wastewater System Division
Position Title:	Wastewater System Supervisor	**Pay Grade:**	**FLSA:** E
Date:	March, 2014	**Reports To:**	Utilities Director

Purpose of Position

The purpose of this position is to supervise, direct, and coordinate the Stoughton Utilities wastewater treatment facilities and sanitary sewer collection system operations and activities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises and directs the daily operations of the wastewater treatment plant and collection system; oversees and monitors the wastewater treatment process; ensures compliance with WPDES permit and other requirements.
- Assists in the preparation and monitors annual budget.
- Directs the operation of laboratory operations.
- Supervises and directs the activities of wastewater personnel; conducts performance evaluations.
- Directs the operation and maintenance of the wastewater treatment facility liquid and solids handling facilities and sewage collection system; conducts emergency repairs as required.
- Receives and responds to customer inquiries and complaints; makes recommendations and performs corrective action in response to customer inquiries and complaints.
- Maintains contacts with vendors; prepares proposal requests; receives and evaluates proposals; prepares purchase orders and acquires materials as required.

- Maintains material inventory; receives packing slips; places new material into stock; enters data into computerized inventory program.
- Assigns work orders.
- Monitors industry loadings.
- Prepares annual reports, compliance maintenance annual reports, land application of biosolids annual reports, monthly discharge report, annual mercury reports, annual air emissions report, along with other Wisconsin DNR reports and EPA reports.
- Maintains records and prepares reports as required.
- Program administrator for all Stoughton Utilities Safety Programs.
- Ensures that all safety standards are met and complies with all Stoughton Utilities Safety Programs.
- Develops emergency response programs for sanitary sewer system cmom.
- Recommends and implements new methods in the collection system and the wastewater treatment facilities.
- Televises, cleans and repairs sanitary sewer collection system.
- Bills industrial surcharges.
- Operates wastewater/water SCADA system.
- Assists with water and electric operations as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with technical training in wastewater treatment and ten years wastewater treatment experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities, and required WDNR wastewater treatment facilities operator advanced certification for the Stoughton Wastewater Treatment Facilities. Commercial Drivers License with tanker and air brake certification required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate and maintain wastewater treatment facilities equipment including endloader, backhoe, sewer cleaning machine, dump truck, sanitary sewer televising equipment, etc.

- Ability to make use of a variety of mechanic's, carpentry, and electrical tools and equipment, including power tools.

- Ability to operate SCBA equipment as required in the Stoughton Municipal Utilities Facilities.

- Ability to operate a variety of office equipment including personal computer, telephone, etc.

- Ability to push, pull, lift, and carry objects weighing up to 100 pounds.

- Ability to climb and balance carrying heavy objects.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.

- Ability to make recommendations regarding the selection, training, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of basic algebra and geometry.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including maintenance records, blueprints, lab records and reports, operations reports, plant operation and maintenance manuals, engineering reports, training manuals, State statutes and other regulations, permit requirements, etc.

- Ability to prepare a variety of documents including operation and lab reports, activity reports, letters and other correspondence, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

- Ability to record and deliver information, explain procedures, and follow instructions.

- Ability to use and interpret civil and hydraulic engineering, mechanics, electrical, and basic chemistry and biology terminology.

- Ability to communicate effectively with wastewater treatment plant and other Utility and City personnel, consultants, vendors, customers, and others verbally and in writing.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to work effectively with frequent exposure to temperature variations, strong odors, toxic gas and other agents, machinery noise, and wetness.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans 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.

_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date