

**GRAND HAVEN / SPRING LAKE SEWER AUTHORITY  
JOB DESCRIPTION**

**OPERATIONS SUPERVISOR**

**Supervised By:** Superintendent  
**Supervises:** Plant employees as assigned

**Position Summary:**

Under general supervision of the Superintendent, performs work of considerable difficulty in supervising and inspecting the operations and maintenance of the wastewater treatment plant and its related facilities.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, directs, and evaluates the operations and maintenance functions of the wastewater treatment plant. Develops and implements new maintenance and operating procedures as appropriate. Reviews related records, reports, logs, and documentation, and provides technical advice.
2. Coordinates maintenance and operations activities with other major functions of the department. Manages internal work order system and maintains related records using a maintenance software program.
3. Maintains Miss Dig work order system for force mains.
4. Participates in the recruitment and hiring of plant employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
5. Develops and maintains preventative maintenance schedules and related records and activities logs for all assets of the plant and pump stations.
6. Assists in the preparation and administration of assigned of operating and capital budgets. Coordinates purchasing activities. Develops specifications and bid documents, researches issues and options with engineers, and prepares related documents.
7. Participates in the development, organization, and maintenance of the asset management program for the plant's equipment, tools, and other assets. Troubleshoots and repairs systems as needed.
8. Monitors the storage of needed inventory of parts and supplies and places restocking orders according to established purchasing procedures.
9. Schedules, coordinates, and monitors the work of outside contractors as needed.
10. Evaluates current facilities, processes, and staffing arrangement and prepares recommendations for modifications as indicated.

11. Assists with overall safety programs, safety training and general health, OSHA, and EPA compliance. Coordinates on-site hazard management as needed.
12. Responds to plant and operational emergency situations. Participates in a 24/7 on-call rotation for emergencies and may be required to work outside of normal business hours in the event of an emergency.
13. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State and other agencies.
14. Attends various meetings, completes research and special projects, makes recommendations, and gives presentations as requested.
15. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
16. Performs other related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A bachelor's degree in mechanical, electrical, hydraulic sciences, or a related field is required. In lieu of formal education, a combination of education and prior work experience may be considered.
- Five or more years of experience working within the wastewater treatment field in plant operation, laboratory testing and analysis, or related areas is required.
- State of Michigan DEQ Class C certification for the operation of wastewater treatment plants, or the ability to obtain one upon hire, is required.
- Electrical licensing preferred.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Considerable knowledge of wastewater treatment processes, practices, and procedures.
- Strong knowledge of the theory and practices of modern wastewater treatment including the processes, equipment, and facilities involved.
- Strong knowledge of the operating characteristics and maintenance needs of a variety of mechanical, electrical, hydraulic, and related systems and equipment used in sewage treatment.
- Knowledge and understanding of process automation and SCADA (supervisory Control and Data Acquisition) systems.

- Skill in organizing and supervising the work of subordinates, in developing and implementing work procedures, and in training and developing employees.
- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone or two-way radio, email, or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee is regularly required to work in the laboratory or plant areas supervising or completing hands-on operations and maintenance work, and to travel to various locations within the City. The employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is moderate, and can occasionally be very loud.