WATER RECLAMATION FACILITY SUPERVISOR

POSITION SUMMARY

Responsible for the oversight of the operation and maintenance of the City of Dickinson Water Reclamation Facility (WRF). Assists in assuring compliance with monitoring, sampling, and efficient operation of the WRF. Promotes a professional relationship with the North Dakota Department of Environmental Quality and Region 8 of the US Environmental Protection Agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees monitoring, maintenance, and repair of facilities, vehicles, tools, machinery and equipment.
- Maintains all data related to the operation and maintenance of the WRF.
- Maintains inventories of supplies and materials for the WRF.
- Assesses capital replacement needs.
- Assists with departmental budget development and monitors expenditure activity.
- Conducts chemical and bacteriological analysis on the City's wastewater.
- Develop professional relationships with supervisors and managers of other departments and contributes to collaborative efforts throughout public works.
- Develops professional relationships with local, state, and federal agencies related to the regulation of the WRF.
- Conducts regulatory reviews to ensure the WRF is complying with all associated permits.
- Coordinates with Environmental Compliance Specialist to submit reports to the appropriate local, state, and federal authorities.
- Develop objectives, policies, and procedures for the WRF.
- Solves complex issues under the direction of Utilities Manager. Supervises WRF personnel in daily operations and maintenance tasks/duties.
- Assist Utilities Manager with personnel issues such as hiring, training, performance reviews, and discipline.
- Provide tours, and make presentations to small groups of employees or the general public as requested.
- Handle sensitive information relating to employees and/or city policies or functions.
- Perform on-call duties as assigned.
- Act as lead for major repair/replacement operations at the WRF
- Fulfill operation and maintenance tasks as required to ensure continuity of operations and compliance with applicable regulations.
- Performs other duties of a similar nature or level.

Knowledge, Skills, and Abilities:

- Understand local, state and federal environmental regulations.
- Knowledge of City policies and procedures.
- Knowledge of job associated hazards and safety practices at the WRF.
- Prepare clear and concise reports and memos.
- Create and maintain system to manage regulatory files and records.
- Create and maintain system to maintain chemical and equipment inventory.
- Identify facility tasks and implement personnel task duties.
- Understand specific requirements of the WRF NDNPDES permit.

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- Understand the operation and process control of a biological nutrient removal (BNR) water reclamation facility.
- Knowledge of the Clean Water Act regulations.
- Knowledge of and the ability to use GIS, SCADA, and asset management system.
- Ability to maintain files, records, and inventories.
- Ability to monitor staff and schedule work assignments.
- Understand the testing methodology of general wastewater.
- Use a variety of office equipment and related applications.
- Ability to communicate effectively both verbally and in writing.
- Make accurate decisions to ensure safety of employees and the public.

SKILLS

Education and Experience:

- Associates degree in Business Administration, Biology, Microbiology or Environmental Science
- Three years of directly related experience
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License
- North Dakota Class A Commercial Driver's License with airbrakes and tanker endorsement (within 90 days of hire)
- ND Wastewater Treatment Class IV Certification (within three years of hire)
- ND Department of Environmental Quality pH Certification (within 90 days of hire)

Work Environment:

- Work involves strenuous physical activities of various kinds with regular exposure to hazardous substances, potentially dangerous situations, unpleasant work conditions such as adverse weather conditions or great risk of accidents or ill health. Regular exposure to conditions which are unpredictable/uncertain and which result in risk of personal injury.
- Positions in this class typically require: climbing, balancing, stooping, kneeling, reaching, standing, walking, driving, lifting, grasping, talking, hearing and seeing.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions and intense noises. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification: Grade 17 (PW-17)

FLSA: Non-Exempt

Approved by City Commission: 11/5/2024

Created: 10/10/2024 DPW Director Waldo, HR Nameniuk

Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.