

City of Brodhead
POSITION DESCRIPTION

TITLE:	WASTEWATER SUPERVISOR
ISSUED DATE:	Dec. 5, 2024
REVIEW DATE:	Personnel Committee 12/05/24
BARGINING UNIT:	Non-Represented
EMPLOYEE CLASS:	Full-time, Exempt
SALARY/WAGE:	
BENEFITS:	This position is a benefited position with the City of Brodhead as defined in the City's current personnel manual, as well as, any employment agreement signed with the City.

PURPOSE OF POSITION

The purpose of the Wastewater Supervisor position is to maintain the proper operation and functioning of the City of Brodhead's wastewater collection system. It requires working in cooperation with and assisting the Streets and Parks Supervisor and knowledge of their responsibilities.

POSITION ACCOUNTABILITY

The Wastewater Supervisor is a management position exercising independent judgement and working with minimal supervision. The Wastewater Supervisor works under the direction of the Mayor and Common Council. Additionally, will collaborate closely with the Public Works committee.

POSITION DUTIES AND RESPONSIBILITIES

The following duties are typical for this position. The Supervisor may not perform all of the duties listed and/or may be required to perform additional or different duties from those set forth below. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

RESPONSIBILITIES - TECHNICAL

- Oversees that regular inspections of facilities and equipment are completed,
- Ensure maintenance is completed and proper safety practices are implemented.
- Ensures services are fulfilled in compliance with all federal and state laws, ordinances, resolutions and other policy directives.
- Evaluates mechanical and electrical systems for operational status and safety.
- Establish schedules and methods for providing sewer maintenance services; identify resource needs.
- Maintains records concerning operations and programs; prepares reports on operations and activities.
- Reviews department/project needs with appropriate staff; allocate resources accordingly.
- Initiates/Collaborates in the development of department goals (short and long range) and objectives.
- Participates in the implementation of approved policies and procedures;
- Monitor work activities to ensure compliance with established practices.
- Collaborates with Mayor, Common Council and all department Supervisors in planning public works projects.
- Performs the most technical and complex tasks of the work unit.
- Will be included in the staff on-call rotation.
- Manages and responds to public works emergencies and natural disasters as necessary.

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- Performs other duties as directed.

RESPONSIBILITIES - PERSONNEL/FINANCIAL

Collaborates with the Streets & Parks Supervisor in Meeting Personnel and Financial Responsibilities, as listed below

- Ensures all personnel under their supervision adhere to all policies and procedures.
- In coordination with the Streets and Parks Supervisor schedules the staff's daily and weekly activities and makes necessary modifications due to emergencies.
- Implements discipline procedures as required; following procedures outlined in the Personnel Handbook.
- Completes staff evaluations within required time frames.
- Approves staff time off requests.
- Participates in the selection of the public works staff; provides or coordinates staff training.
- Mentors' staff to correct deficiencies.
- Manages department within the approved budget.
- Prepares or causes to be prepared any required state and federal reports for department activities.
- Performs research, collects data, and prepares reports for use by the committees, commissions and the Common Council regarding various topics as needed.
- Assists committee chair with meeting agenda items and supplemental materials for Public Works Committee.
- Serves on such boards and committees as directed by the Mayor and/or Common Council.
- Monitors and controls supply and equipment; orders supplies and tools as necessary; follows procedure to purchase items.
- Prepares specifications and bid documents for capital/department purchases.
- Prepares recommendations for annual and long - range projects.
- Responsible for Development and Managing Wastewater Annual Budget
- Collaborates with Streets and Parks Supervisor in preparation and administration of the overall Public Works budget.
- Answer questions and provide information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

QUALIFICATIONS

Thorough knowledge of the laws, codes, principles, practices, modern methods and techniques pertaining to Waste Water services.

- The ability to perform the Core Duties and Additional Duties listed above.
- Valid Driver's License, willing to obtain a CDL and required endorsements.
- Obtain DNR certification with required sub-classes begin within 6 months of hire and complete within 3 years.
- Ability to maintain licenses/certifications through continuing education courses.
- Knowledge, understanding and ability to implement the City's Emergency Management Plan with required ICS certifications

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- CPR/First Aid certification.
- Understanding of Basic competency in Word and Excel and other basic computer skills/programs.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF

- Knowledge and understanding of wastewater biology and chemistry.
- Understanding of basic math and algebra.
- Ability to use common hand and power tools and safety equipment.
- Working knowledge of occupational hazards and safe work practices.
- Equipment, tools and materials used in public works activities and services.
- Principles of supervision and training.
- Office procedures, methods, and equipment including computers and applicable software applications

ABILITY TO

- Demonstrate strong critical thinking skill
- Organize, implement and direct wastewater maintenance, operations and activities.
- Interpret and explain pertinent department policies and procedures
- Develop cost estimates for supplies and equipment
- Perform the most complex maintenance duties and operate related equipment
- Read and interpret maps, plans, sketches, schematics, diagrams and blueprints
- Demonstrate professionalism, tact and diplomacy with staff, the public and professional contacts.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

- Minimum of a High School diploma or the equivalent of.
- Minimum of 1 year of experience.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 may work in outside weather conditions. The noise level in the work environment is usually moderate.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is frequently required to stand; walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Involves frequent lifting of 35-50 pounds with occasional lifting of up to 75-100 or more. This is often combined with bending, twisting, or irregular surfaces or at heights above the ground.

SUPPLEMENTAL INFORMATION

- Selection Process includes, but is not limited to;
 - Panel interview(s)
 - Background Investigation
 - Drug testing
- This position is bound to the terms and conditions of the City of Brodhead Personnel Manual.
- The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.
- The City of Brodhead is an Equal Opportunity Employer.