

TOWN OF MULBERRY

WASTEWATER PLANT SUPERVISOR

Job Description

Department: Wastewater Treatment

Position: Wastewater Plant Supervisor

Reports To: Town Council or designated Town official

Employment Status: Full-Time

FLSA Status: To be determined by the Town

POSITION SUMMARY

The Wastewater Plant Supervisor is responsible for the safe, efficient, and regulatory-compliant operation, maintenance, and supervision of the Town of Mulberry's wastewater treatment plant and related wastewater facilities.

This position oversees the daily operation of the wastewater treatment system, monitors treatment processes, maintains required records, coordinates routine and emergency maintenance, and ensures compliance with applicable federal, state, and local laws and regulations.

The Supervisor is also responsible for directing and supervising wastewater plant employees and contractors and serving as the primary point of contact for wastewater treatment operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and coordinate the daily operation of the Town's wastewater treatment plant and related facilities.
- Monitor treatment processes, equipment, pumps, controls, tanks, lift stations, and other wastewater infrastructure.
- Perform or oversee routine inspections of the wastewater treatment plant and collection system.
- Ensure wastewater treatment processes are operated properly and efficiently.
- Collect, test, and/or coordinate required wastewater samples and laboratory testing.
- Maintain accurate operating logs, inspection records, laboratory records, maintenance records, and other required documentation.

- Prepare and submit required reports to the appropriate regulatory agencies.
- Ensure compliance with permits, operating requirements, and applicable Indiana Department of Environmental Management (IDEM) regulations.
- Identify operational problems and take appropriate corrective action.
- Monitor plant equipment and arrange for repairs or replacement when necessary.
- Perform preventative maintenance on pumps, motors, valves, electrical equipment, controls, and other plant machinery.
- Respond to wastewater system emergencies, equipment failures, alarms, overflows, and other urgent situations.
- Assist with maintaining wastewater collection lines, lift stations, manholes, and related facilities.
- Maintain adequate supplies of chemicals, treatment materials, parts, tools, and other operational necessities.
- Coordinate with contractors, laboratories, engineers, regulatory agencies, and other outside service providers as needed.
- Obtain estimates and assist Town officials with planning and budgeting for wastewater repairs, maintenance, and capital improvements.
- Supervise, train, schedule, and evaluate wastewater department employees as directed.
- Ensure employees follow appropriate safety procedures and use required personal protective equipment.
- Maintain a clean, safe, and organized wastewater treatment facility.
- Operate vehicles, tools, machinery, and equipment necessary to perform wastewater-related duties.
- Maintain an inventory of equipment, tools, supplies, and spare parts.
- Assist with snow removal, grounds maintenance, mowing, and general property maintenance associated with the wastewater facility as needed.
- Attend Town meetings or provide reports to Town officials when requested.
- Maintain confidentiality regarding Town business and personnel matters.

- Perform other duties as assigned by the Town Council or designated Town official.

SUPERVISORY RESPONSIBILITIES

The Wastewater Plant Supervisor may be responsible for supervising wastewater department employees, including:

- Assigning daily work.
- Establishing work schedules.
- Training employees.
- Monitoring employee performance.
- Enforcing safety procedures.
- Approving or recommending overtime and leave.
- Conducting or assisting with employee evaluations.
- Recommending disciplinary action when appropriate.
- Ensuring work is completed properly and in a timely manner.

REQUIRED QUALIFICATIONS

- High school diploma or equivalent.
- Valid Indiana driver's license.
- Class II Wastewater Operator License
- Working knowledge of wastewater treatment processes and equipment.
- Ability to read and understand plant operating manuals, technical documents, permits, and regulatory requirements.
- Ability to perform basic mathematical calculations related to wastewater treatment operations.
- Ability to maintain accurate records and complete required reports.
- Ability to operate and maintain mechanical equipment and tools.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively and professionally with Town officials, employees, contractors, residents, and regulatory agencies.

- Ability to respond to emergency situations, including nights, weekends, holidays, and after-hours calls when necessary.

PREFERRED QUALIFICATIONS

- Previous experience working at a wastewater treatment plant.
- Indiana wastewater operator certification.
- Supervisory or management experience.
- Experience with wastewater pumps, lift stations, electrical controls, SCADA systems, and mechanical equipment.
- Experience with preventative maintenance programs.
- Knowledge of IDEM wastewater regulations and reporting requirements.
- Experience working for a municipality or public utility.
- Computer skills sufficient to maintain electronic records and complete reports.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should demonstrate:

- Strong mechanical and troubleshooting skills.
- Ability to recognize changes in wastewater treatment conditions.
- Ability to troubleshoot equipment and operational problems.
- Ability to prioritize multiple tasks.
- Ability to work safely around wastewater, chemicals, machinery, and electrical equipment.
- Ability to communicate clearly both verbally and in writing.
- Good organizational and recordkeeping skills.
- Dependability and willingness to respond to emergencies.
- Ability to work cooperatively with Town employees and officials.
- Ability to make sound decisions while maintaining compliance with applicable regulations.

PHYSICAL REQUIREMENTS

The position requires the ability to:

- Stand, walk, bend, stoop, kneel, climb, and work in confined or difficult-to-access areas.
- Lift and carry equipment, tools, supplies, and materials weighing up to approximately 50 pounds.
- Work outdoors in varying weather conditions.
- Work around wastewater, chemicals, odors, noise, and machinery.
- Climb ladders and stairs.
- Operate hand and power tools.
- Wear required safety equipment and personal protective equipment.
- Respond to emergency situations when necessary.

WORKING CONDITIONS

Work is performed both indoors and outdoors and may involve exposure to:

- Wastewater and sewage.
- Chemicals and treatment compounds.
- Strong odors.
- Noise and vibration.
- Mechanical and electrical equipment.
- Confined spaces.
- Inclement weather.
- Wet, muddy, or uneven surfaces.

The employee must follow all applicable Town safety policies and procedures and use appropriate personal protective equipment.

HOURS AND EMERGENCY RESPONSE

Normal working hours will be established by the Town of Mulberry. Because wastewater treatment is a continuous operation, the Wastewater Plant Supervisor may be required to

respond to emergencies, alarms, equipment failures, treatment problems, or other wastewater-related issues outside normal working hours, including evenings, weekends, and holidays.

GENERAL EXPECTATIONS

The Wastewater Plant Supervisor is expected to:

- Conduct themselves professionally and courteously.
- Protect Town property and resources.
- Maintain accurate and timely records.
- Follow all applicable laws, regulations, permits, and Town policies.
- Maintain a safe working environment.
- Demonstrate reliability and accountability.
- Work cooperatively with Town officials, employees, contractors, and residents.
- Maintain the integrity and proper operation of the Town's wastewater treatment system.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. The Town of Mulberry reserves the right to modify duties and responsibilities as necessary to meet the operational needs of the Town.

The Town of Mulberry is an Equal Opportunity Employer.

Applications can be picked up at Town Hall or can be requested via email at townmlby@intel.net