



Office of Human Resources
Wastewater Quality Control Supervisor - CE1712
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General Statement of Duties

Supervises the daily operations of the Wastewater Sampling Section and employees who collect samples and perform accurate field tests on liquids and materials using a variety of measuring devices.

Distinguishing Characteristics

This class supervises the daily operations of the Wastewater Sampling Section and section employees. This class is distinguished from the Wastewater Quality Technician class that performs full performance work collecting samples and performing accurate field tests on liquids and materials using a variety of measuring devices in support of Wastewater Sampling Programs and to ensure compliance with governmental and environmental regulations. The Wastewater Quality Control Supervisor is also distinguished from the Wastewater Quality Control Manager that performs management-level work by planning and directing the activities of the Quality Control and Laboratory Sections of Wastewater Management which includes the Industrial Pretreatment, Sampling, and Investigation Units.

Level of Supervision Exercised

Supervises two or more Wastewater Quality Technicians.

Essential Duties

Supervises the daily operations of the Wastewater Sampling Section and Wastewater Quality Technicians and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite work flow.

Plans, assigns, and evaluates the work of staff members, provides technical expertise to staff, and establishes unit and staff work goals and objectives.

Inspects all new industrial waste accounts and offers assistance to the owners who may be considering more than one sampling design plan.

Coordinates the sampling aspect of the State's MS4 Program and ensures compliance with all governmental and environmental regulations.

Performs the duties on the Wastewater Quality Technicians when needed and prepares work records and reports.

Implements safety standards and develops procedures to ensure compliance.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem-Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience in wastewater sampling including exposure to and knowledge of applicable laws, regulations, procedures, and standards.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin or respiratory system.
Potential exposure to extremes of heat and cold in all weather conditions.
May come in contact with contaminated materials including radiation and hazardous waste.
Subject to work in a confined space.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s)
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Accommodation: ability to adjust vision to bring objects into focus.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-811
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: