## 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.

## Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

## Level of Supervision Received & Quality Review

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

## Interpersonal Communication & Purpose

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

## 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.

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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
- Management Level: 7
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 6/11/2019
- Revised By: Ryland Feno

Class History:
- 6/11/19 - Updated working environment verbiage.