EMPLOYMENT OPPORTUNITY

POSITION: Wastewater Treatment Plant Supervisor

WAGE RANGE: $6,596 – $8,093/Month

DEPARTMENT: Public Works

HOW TO APPLY: Please go to www.wenatcheewa.gov to view the job description including qualification requirements and download application materials. The following constitutes a complete application package in the following order:

1) Letter of Interest/Cover Letter
2) Resume
3) Application for Employment
4) Supplemental Application

Complete application packages may be emailed (HR@WenatcheeWA.Gov) or mailed to:

City of Wenatchee
Human Resources Department
PO Box 519
Wenatchee, WA  98807-0519

An incomplete application packet will not be considered.

1st APPLICATION REVIEW DATE:
3:00 P.M., September 10th, 2020

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.

Apple Capital of the World
JOB DESCRIPTION

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POSITION: Wastewater Treatment Plant Supervisor
DEPARTMENT: Public Works
REPORTS TO: Deputy Public Works Director
FLSA: Exempt
AFFILIATION: Management/Administrative Group
DATE: June 2020

1.0 PURPOSE
1.1 To outline essential job duties, qualification requirements and working conditions for the position of Wastewater Treatment Plant Supervisor.

2.0 ESSENTIAL JOB DUTIES
2.1 Oversees staff in advanced and specialized functions to ensure safe and efficient operation, inspection, monitoring, maintenance and construction of the wastewater treatment plant (WWTP), lift stations and bio solids drying facility.
2.2 Researches and implements methods to optimize WWTP operations.
2.3 Oversees biological process analysis of laboratory data. Ensures that process control measures improve treatment efficiency and quality.
2.4 Establishes and maintains comprehensive maintenance and preventative maintenance programs.
2.5 Coordinates and oversees maintenance and repair of WWTP equipment, pumps and lift stations.
2.6 Oversees the implementation of the Industrial Pretreatment program and other wastewater utility programs for residential and commercial customers.
2.7 Ensures compliance with laws, ordinances and codes. Maintains communications with regulatory agencies and City personnel to monitor and enforce regulations.
2.8 Monitors and maintains expenditures within budget guidelines. Purchases supplies and equipment in compliance with City policies. Implements cost-effective measures and uses resources effectively to increase productivity. Minimizes labor overtime and expenses. Participates in division budget planning and makes recommendations.
2.9 Assembles, analyzes and evaluates data and prepares reports, correspondence and presentations on operations, performance and regulatory compliance. Takes corrective action.
2.10 Makes City Council, personnel and public presentations to educate on, and address, critical issues.
2.11 Plans, coordinates, advises and assists contractors, agents and vendors during upgrade and expansion projects. Ensures compliance with necessary modifications.
2.12 Participates in the employment process including hiring, probationary periods, promotional opportunities and training programs. Assigns, trains, supervises and evaluates work of staff. Ensures performance evaluations are conducted as required to guide development of employees and provide a record of performance. Conducts disciplinary actions as approved by Human Resources.
2.13 Ensures compliance with personnel policies and the collective bargaining agreement.
2.14 Ensures required records are maintained in compliance with applicable regulations.
2.15 Coordinates work plans with management related to sewer system cleaning and maintenance.

3.0 OTHER JOB FUNCTIONS
3.1 Assists with comprehensive and facility plan updates.
3.2 Organizes and maintains databases, files, records and other documents.
3.3 Performs other duties as assigned.

4.0 QUALIFICATION REQUIREMENTS
4.1 Bachelor’s degree in Chemistry, Biology or a related field.
4.2 Five (5) years of experience in the operation and maintenance of a wastewater treatment plant.
4.3 Two (2) years of supervisory experience or four (4) years of experience in a leadership role.
4.4 Must possess a valid Group II Wastewater Treatment Plant Operator Certificate upon hire and maintain throughout employment. Group III Certificate preferred.
**Requires knowledge of:**

4.5 The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.

4.6 Safety and security hazards, precautions, standards, policies and procedures.

4.7 Sound scientific procedures and practices. Mathematics including basic algebra. Laboratory equipment, operations and procedures utilized in analysis and testing of modern WWTP monitoring.

4.8 Pre-treatment, primary and secondary treatment equipment and operational techniques. Sludge handling processes and practices. Anaerobic digestion. Biosolids management.

4.9 Evaluation processes for chemical treatment (flocculants, coagulants, nutrients, chlorine, solvents).

4.10 National Pollution Elimination Discharge Systems (NPDES), bio solids and air quality permit regulations. Other applicable federal, state, and local laws, codes, regulations, and ordinances.

4.11 Computer operation and software including Microsoft Office products and related database systems.

**Requires the ability to:**

4.12 Consistently represent the City by maintaining a professional demeanor in all activities.

4.13 Foster a positive and productive work environment. Take corrective action as needed.

4.14 Establish and maintain team oriented working relationships inside and outside of the WWTP.

4.15 Support a strong culture of safety. Conduct safety trainings. Adhere to City policies and procedures. Use Personal Protective Equipment (PPE) as appropriate. Report safety issues or concerns to management in a timely manner. Ensure strict adherence to policies, procedures and regulations.

4.16 Exercise continuous leadership to focus efforts on priorities. Train, direct and coach staff. Promote staff and team development and high performance by assuring regular, effective and consistent feedback. Recognize work excellence and build effective teams.

4.17 Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with elected officials, management, employees, representatives of other entities and the public.

4.18 Ensure absolute confidentiality as required and sensitive information is handled appropriately.

4.19 Plan, organize, prioritize and coordinate work assignments. Work effectively in a multi-task environment with constantly shifting priorities. Take appropriate initiative.

4.20 Be mentally alert at all times and apply sound judgment, analytical and creative problem solving skills to make reasoned, timely and consistent decisions. Facilitate effective problem resolution.

4.21 Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing comprehensive reports and correspondence as well as making presentations.

4.22 Be attentive to detail and maintain a high degree of accuracy.

4.23 Understand and apply appropriately regulatory requirements, terminology, policies and procedures.

4.24 Develop ways to identify, improve and promote efficient systems and processes.

4.25 Maintain current knowledge and adapt to new technologies, keeping technical skills up to date.

4.26 Proficiently perform Microsoft functions including spreadsheet generation and typing accurately.

5.0 **WORKING CONDITIONS**

5.1 Works primarily in an office, WWTP and field locations in all weather conditions.

5.2 Attends meetings or performs duties outside of normal office hours and travels by car or truck.

5.3 Exposed to raw sewage, toxic or unpleasant odors. Noise levels may require ear protection.

**Requires the ability to:**

5.4 Use appropriate safety equipment and follow safety policies, practices and procedures.

5.5 Maintain good eye sight, required for close and distant vision.

5.6 Sit or stand for long periods. Walk, reach with hands/arms, climb, balance, bend, stoop and kneel.

5.7 Lift and carry items weighing up to 25 pounds and occasionally up to 50 pounds.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Wenatchee may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.
APPLICATION FOR EMPLOYMENT

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NAME
Last ____________________________ First ____________________________ M.I. ____________________________

ADDRESS
Street ____________________________ Apt. # ____________________________
City ____________________________ State ____________________________ Zip ____________________________

PHONE
Home ____________________________ Work ____________________________ Cell ____________________________
Include Area Code

EMAIL ____________________________

List specific position/title applying for

Date available for work ____________________________ Will accept:
Regular Full-time ☐ Yes ☐ No
Regular Part-time ☐ Yes ☐ No
Temporary ☐ Yes ☐ No

Have you filed an application or been employed here before? ☐ Yes ☐ No Date(s) ____________________________

Are you able to provide proof of your eligibility to work in the U.S. if offered employment? ☐ Yes ☐ No

Do you have a valid Washington State Driver's License? ☐ Yes ☐ No
LIC #: ____________________________ Expiration Date: ____________________________

Are you able to perform the primary duties of the job as outlined in the job description? ☐ Yes ☐ No
If no, please explain: ____________________________

(No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the primary job duties.)
# EDUCATION AND FORMAL TRAINING

## HIGH SCHOOL

Do you have a high school diploma or GED?  

- [ ] Yes  
- [ ] No

## COLLEGE OR UNIVERSITY

Please list names of educational institutions you attended which are relevant to the position you are seeking.

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<th>NAME</th>
<th>LOCATION</th>
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## SPECIALIZED TRAINING

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List any skills you possess or machines you can operate that qualify you for the position:

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List any special licenses, registrations or training, including seminars and workshops, which qualify you for the position:

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**EMPLOYMENT HISTORY**

Begin with your current or most recent job and list your employment experience. Include military service and any volunteer work which has provided you experience that qualify you for this position. Use additional sheets if necessary.

**PLEASE NOTE:** Information obtained from previous employers and/or references is confidential.

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<tr>
<th>EMPLOYED FROM</th>
<th>ORGANIZATION NAME:</th>
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<tr>
<td>MONTH YEAR</td>
<td>IMMEDIATE SUPERVISOR'S NAME AND TITLE:</td>
<td>PHONE: Include Area code</td>
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<td>TO</td>
<td>POSITION(S) HELD:</td>
<td>REASON FOR LEAVING:</td>
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<tr>
<td>MONTH YEAR</td>
<td>MAY WE CONTACT THIS EMPLOYER?</td>
<td>☐ Yes ☐ No</td>
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**PRIMARY DUTIES:**

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<td>Yes</td>
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**PRIMARY DUTIES:**


ADDITIONAL INFORMATION

Please provide any additional information which may more fully describe your qualifications and capabilities. This space may be used to continue descriptions of your education or experience.

PLEASE READ CAREFULLY BEFORE SIGNING

I confirm the information I have provided in my application is true, complete and accurate. I understand that any information I provide (or fail to provide) that is found to be false, incomplete or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, the City of Wenatchee, its representatives, employees or agents to contact and obtain information from all current/previous employers and references and to verify the accuracy of information provided by me in this application. I hereby waive all rights and claims I may have regarding the City of Wenatchee or its representatives for seeking, gathering and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand and accept all terms listed above. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature

Date

Last revised 07/19
SUPPLEMENTAL APPLICATION  
Wastewater Treatment Plant Supervisor

Name _____________________________

Please answer all questions and submit with your completed City of Wenatchee application materials (cover letter, resume, general application and supplemental application).

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<th>MINIMUM QUALIFICATIONS</th>
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<td>1. ☐ YES ☐ NO Do you have a bachelor’s degree in Chemistry, Biology or a related field?</td>
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<td>2. ☐ YES ☐ NO Do you have five (5) years of experience in the operation and maintenance of a wastewater treatment plant?</td>
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<td>3. ☐ YES ☐ NO Do you have two (2) years of supervisory experience or four (4) years of experience in a leadership role?</td>
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<tr>
<td>4. ☐ YES ☐ NO Do you have a Group II Wastewater Treatment Plant Operator Certificate?</td>
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<tr>
<td>5. If you do not have the education or experience specified in Questions #1-3 above, list the equivalent combination of education, training and experience that you believe provides you with the required skills, knowledge and abilities for this position.</td>
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<th>PREFERRED QUALIFICATIONS</th>
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<tr>
<td>6. ☐ YES ☐ NO Do you have a Group III Wastewater Treatment Plant Operator Certificate?</td>
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PLEASE PREPARE NO MORE THAN A TWO-PAGE (TOTAL) RESPONSE TO THE QUESTIONS BELOW

7. What interests you most about being the Wastewater Treatment Plant Supervisor for the City of Wenatchee?

8. Describe your experience with inspection, biological process analysis, monitoring and maintenance of a wastewater treatment plant.

9. Describe your general leadership style, in day to day operations.

10. What job duties listed in the job description do you excel at and what areas do you feel you would need to work on or would need help with to accomplish effectively?

11. Describe your computer experience. Please list the programs/software systems you have used, what you use each program for and your level of proficiency with each program.

I certify that the information contained in this supplemental application and in any attachments is true and complete without embellishment. I understand all answers in this supplemental application are part of the application process and, as such, are subject to verification.

______________________________  ____________________
Applicant Signature             Date