



THE CITY OF SANTA FE

WWM Shift Supervisor

FLSA Status: *Non Exempt*

Union Status: *Non Union*

Salary Range: 15 (\$24,940-\$37,409)

General Definition of Work

Performs supervisory duties over shift work in the operations of the Wastewater Treatment plant.

Supervision Received

Works under supervision of Wastewater Assistant Superintendent and/or Wastewater Superintendent.

Supervision Exercised

Supervise Wastewater Treatment Plant Operators. Occasionally, supervise plant maintenance staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Manages the operations and maintenance of the City's Wastewater Treatment Plant.
- Plans, assigns, supervises and inspects work of shift employees in the operations of the City's wastewater plant. Coordinates and conducts WWM operator training to shift personnel. May assist with training for certification exams.
- Ensures compliance with operator field testing procedures. Maintains daily data records, shift logs, and work orders.
- Maintains plant process compliance with City, State, and Federal applicable regulations, standards and policies by entering data and reviewing monthly reports for the superintendent.
- Operates and troubleshoots plant equipment. Oversees extraction of samples for laboratory tests, and performs tasks as assigned by the Wastewater Superintendent. Reviews and recommends plant operation needs to the Wastewater Plant Superintendent. Observes variations in operating conditions and makes process control decisions.
- Oversees housekeeping of the treatment plant work areas and grounds to maintain a safe and clean condition. May assist as the need arises.
- Keeps abreast of current safety standards and provides monthly safety meetings.
- Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, develops work schedules to provide adequate staff coverage, and approves leave and timesheets. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Conducts hiring interviews and selects candidate(s) for job opening(s).
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.
- 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.
- Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

- Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.
- Develops and manages the budget for the work function(s) and allocates funds within the budget to accomplish objectives. Ensures procurement, contractual, and financial activities are compliant with the City's finance, accounting, and procurement policies and procedures.

Knowledge, Skills, and Abilities

- Ability to plan, assign, direct, coordinate and review the work of others; to learn plant layout, piping, valving, flows, major plant instrumentation within the first six (6) months; to effectively utilize various computer software such as Word, Excel, Allmax Operator 10, etc.
- Ability to operate powered and manual equipment and tools used; to read, interpret and work from sketches, diagrams, and blueprints; to communicate effectively; to establish effective working relationships with associates and the public.

Education Requirement

High school diploma or GED.

Experience Requirement

Six (6) years of experience in wastewater plant operations providing extensive knowledge of the equipment, tools and methods used in inspecting, cleaning, operating and maintaining a wastewater plant.

Licensure and Certifications

- Must possess a New Mexico Environment Department (NMED) Wastewater Systems Operator Level IV Certification.
- Must possess a valid Class D New Mexico driver's license (without restrictions to include but not limited to an ignition interlock device).

Special Requirements

- Must obtain a City of Santa Fe driving permit within three (3) months of hire.
- Must be computer literate and learn various software programs.
- Employee may be called out in emergency situations.
- When contacted, the employee is expected to report to work unless there are special non-recurring circumstances, regardless of the location of the employee's residence.
- Must have a telephone in the employee's residence or be available by an equally effective means of communication.

Physical Requirements

- Incumbents are exposed to toxic gases and fumes and to infections and diseases; required to lift and/or move 100 pounds;
- To climb ladders and stairs; to bend, twist, squat, stoop, kneel, and reach.
- Requires manual dexterity and good hearing and visual acuity.
- Irregular working hours, twelve (12) hour day and night shifts, holiday work, and 24-hours standby may be required.

Working Environment

- Work is performed outside and inside, sometimes in inclement weather.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This 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.