

JOB DESCRIPTION

Job Title:	Operations & Maintenance Swing Shift Supervisor	Department:	Operations
Reports to:	RVRSA Plant Manager	Supervises:	Shift Staff
FLSA Status:	Exempt	FT/PT:	Full-Time
Position Summary			
<p>This position is responsible for the efficient operation of the wastewater treatment facility and all components of the wastewater treatment process while providing staff supervision during the assigned shift as well as other duties as assigned by Management.</p>			
Essential Job Functions			
<ul style="list-style-type: none"> • Ensures plant operations are in regulatory compliance during scheduled shift. • Directs all activities of plant operations during scheduled shift. • Prepares and assigns work orders for shift operators. • Supervises Operators and monitors their work progress. • Assigns additional work to direct reports, to be performed, as necessary. • Supervises Maintenance personnel and repairs on scheduled shift. • Reviews and approves electronic time sheets for staff for submission to payroll. • Coaches, counsels and disciplines rank and file staff. • Plans, monitors and appraises job results for rank and file staff. • Conducts training for rank and file staff. • Implements and enforces systems, policies and procedures. • Prepares annual evaluations for assigned staff. • Prepares monthly management reports for area of supervision. • Reads, interprets and explains Blueprints and O&M Manuals. • Ensures all operators log all required daily data in appropriate log books & spreadsheets. • Prepares monthly rank and file Shift Schedule. 			
Qualifications			
<ul style="list-style-type: none"> • Associate degree in engineering, environmental science, facility management or corresponding work experience. • Six years of wastewater experience preferred; six years of direct supervisory experience required, in a wastewater environment preferred. • Operation of a motor vehicle required; candidate must possess a valid State of New Jersey driver's license. • Commercial Driver's License Class B with tanker endorsement preferred. 			
Knowledge, Skills and Abilities			
<ul style="list-style-type: none"> • Proficient in the use of PC programs such as (but not necessarily limited to) Word, Excel, Outlook, Edmunds & Time Trak. • Knowledge of State/Federal environmental regulations related to wastewater industry • Knowledge of PEOSHA working safety regulations. • Knowledge of SCADA 			

- Strong organizational, record keeping skills, and computer skills.
- Ability to successfully carry out detailed oral and written instructions in the English language.
- Obtain continuing education on a regular basis on subjects related to the job.

Physical Demands of the Job

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made where possible, to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to communicate coherently with staff and superiors in order convey accurate direction or reports.
- This position frequently requires the employee to climb, move, stand and position themselves in areas and locations that require flexibility and reach and will be required to have close visual acuity.
- While performing the duties of this job, the employee is frequently required to operate position and activate tools and controls of equipment or machinery.
- Heavy lifting of up to 40 pounds on a periodic basis is required.
- Better than average manual dexterity is important as well as the physical endurance to walk and stand for a long period of time.

Work Environment

The work environment described here is representative of what must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Employee will be required to work both indoors and outdoors.

Employee Acknowledgement

This job description is not intended to be all-inclusive. This position may be assigned to perform other duties to meet the ongoing needs of the organization.

I have read and understand this explanation and job description.

Employee Name:			
Employee Signature:		Date:	