

JOB DESCRIPTION

Job Title:	Swing Shift Operations & Maintenance Supervisor	Department:	Operations
Reports to:	RVRSA Assistant Plant Manager	Supervises:	Shift Staff
FLSA Status:	Exempt	FT/PT:	Full-Time
Position Summary			
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 assigned shift as well as other duties as assignment by management.			
Essential Job Functions			
<ul style="list-style-type: none">• Ensure plant operations are in regulatory compliance• Direct all activities of plant operations• Prepare and assign work orders for shift operators• Supervisor shift operators and monitor their work progress• Assign additional work to be performed as necessary• Supervise preventative and maintenance repairs• Supervise required process control laboratory testing• Prepare electronic time sheets• Coaching, counseling and disciplining staff• Planning, monitoring and appraising job results• Conducting training• Implementing & enforcing systems, policies and procedures• Prepare staff annual evaluations• Prepare monthly management reports for area of supervision• Read, interpret and explain Blueprints and O&M Manuals• Enter DMR information			
Qualifications			
<ul style="list-style-type: none">• Six years of wastewater experience; six years of direct supervisory experience in a wastewater environment.• 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• New Jersey S-3 public wastewater treatment operator license			
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 English.
- 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 to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to talk and hear; frequently required to climb, balance, stoop, kneel or crouch, reach, stand and walk; and will be required to have close visual acuity.
- While performing the duties of this job, the employee is frequently required walk; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; stoop, kneel, crouch, bend and talk or hear.
- 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:	