

HARDIN COUNTY WATER DISTRICT No. 1
Job Description

TITLE OF POSITION: Ft. Knox Wastewater System Supervisor (Exempt, Salaried - Pay Grade E-11)
DEPARTMENT: Ft. Knox Wastewater System
REPORTS TO: Wastewater Operations Manager
SUPERVISES: Wastewater Treatment Plant Operators & Collection System Operators
REVISED: March 2024

BASIC POSITION DESCRIPTION:

Plan, direct, coordinate and evaluate all activities and operations of the Fort Knox & West Point Wastewater Systems and the Fort Knox Storm Water System.

ESSENTIAL POSITION FUNCTIONS:

Supervise a team of approx. seven employees in the daily operation of the Ft. Knox WWTP (6 mgd design) and the West Point WWTP (0.200 mgd design) and their collection systems. Also includes the Ft. Knox Storm Water System. This would include compliance, maintenance and improvement of all facilities and HCWD1 assets in accordance with Federal, State (KY Division of Water & KY Public Service Commission) and AWWA Standards. Must be able to operate the WWTP(s) alone in the absence of other WWTP Operators. Knowledge of the District's wastewater contract with the U.S. Government and ability to professionally interact with the Ft. Knox Directorate of Public Works and all other Ft. Knox agencies. Have an in-depth knowledge of all HCWD1 Policies and ability to effectively implement those policies. Develop and maintain a culture of "Safety First" among all team members. Must be able to mentor, coach and foster development of staff. Incumbent must conduct themselves as a professional; being kind, courteous and helpful to all coworkers and District employees in all circumstances. Any and all other job duties as may be assigned.

STANDARDS OF PERFORMANCE:

Excellent verbal and written communication skills. Extensive knowledge of sewer collection systems and wastewater treatment operations, including, but not limited to equipment, materials, and procedures used in treatment of municipal wastewater. Attention to detail for the proper submittal of all regulatory documents. Extensive knowledge of functions, servicing and maintenance requirements of mechanical and electrical equipment and machinery. Ability to work with and review work of contractors on various projects. Ability to perform various administrative tasks, such as employee evaluations, email communications, prepare budgets and proposals. Must be able to read and interrupt maps and construction drawings. Knowledgeable about the occupational hazards and proper safety practices to be followed in the wastewater utility industry. Knowledge of state and federal safety regulations and laws.

MENTAL AND PHYSICAL REQUIREMENTS

This individual is authorized to drive a District vehicle and is responsible for the up keep and safe usage of this vehicle. This position is on call 24 hours a day and must be available at all times (excluding approved PTO). This position works out of the Ft. Knox WWTP located on the Ft. Knox Army Installation. Employee must have valid credentials and pass background check to gain access to Ft. Knox. Position requires lifting of up to 50 lbs. and the ability to perform most physical tasks that would be associated with utility work. Must monitor audible and visual alarms and communication devices.

WORKING ENVIRONMENT AND CONDITIONS

Work is typically a 50/50 split between indoor and outdoor work. Work environment involves moderate to severe health and safety risks so incumbent must learn safety procedures and personal protection methods and practices. Working non-traditional hours including evenings and weekends is to be expected. Some travel may be required to attend conferences and training events.

Continued

EDUCATION, EXPERIENCE AND TRAINING

High school diploma or equivalent required. Must be certified by KY Department of Environmental Protection as a Wastewater Treatment Plant Operator Class III or Collection System Operator Class III or able to attain within reasonable period of time. Associate or Bachelor's degree highly desirable; Minimum three (3) years' experience in the operation and maintenance of a wastewater treatment plant or collection system. One year (1) in a supervisory capacity directing the work of others, reviewing completed work and evaluating performance. Must have a valid driver's license.

Acknowledgement for Receipt of Job Description

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Supervisor's Signature

Date