



CLASSIFICATION NO. 745

Established: 12/14

Revised: 1/18

FLSA: Exempt

EEO: 8

RESOURCE RECOVERY SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to lead the development and implementation of the resource recovery programs including biosolids, recycled water, energy, and sustainability; supervise, coordinate, and monitor the Resource Recovery program and staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Water Environment Services manages and operates the County's utility service districts, including sewage facilities, collection systems, pump stations, treatment plants and surface water management.

The Resource Recovery Supervisor is responsible for supervising, coordinating, and monitoring the Resource Recovery program and staff. The incumbent provides technical and administrative support by scheduling, coordinating, monitoring, and evaluating operations for effectiveness, efficiency and compliance with WES policies, rules, and federal and state regulations. The Resource Recovery Supervisor also supervises the activities of staff by participating in work planning, training, problem solving, scheduling, budgeting, and personnel issues.

The Resource Recovery Supervisor differs from the Environmental Program Coordinator which is responsible for coordinating County-wide environmental utilization programs, but does not supervise employees. It differs from the WES Technical Division Manager which has full managerial responsibility for an assigned division.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Supervises the work of regular and temporary employees; provides daily work direction; plans, schedules, assigns and reviews work; approves absences and overtime; trains and provides technical assistance to staff; analyzes and resolves work problems; conducts performance evaluations, disciplinary action, and responds to grievances; makes recommendations on personnel actions, such as hiring; facilitates participation and training of team members in work activities.
2. Plans, schedules, coordinates and supervises the activities of the Resource Recovery Program; monitors and evaluates operations relative to established goals and objectives, and for effectiveness, efficiency and compliance with WES policies, rules, and state and federal regulations; recommends and implements changes; prepares various reports on operations and activities; coordinates, plans, develops, implements, and monitors

operations program performance management plans and metrics as part of the operations management team.

3. Oversees the maintenance, continued development, and expansion of the strategic energy management program; coordinates, monitors and develops energy program goals, staff engagement activities, and the opportunity register; orients operations staff in program tools, goals, and areas of responsibility.
4. Maintains and oversees monitoring program for the land application of biosolids, including scheduling and performing analysis; oversees installation and maintenance of GPS instrumentation and equipment; approves sites for and ensures proper land application in accordance with the department's Biosolids Management Plan.
5. Develops and recommends annual work plan and budget; monitors and controls expenditures; oversees and coordinates special projects and contracted services; coordinates operations with other teams and personnel within and outside the department.
6. Oversees record maintenance and regulatory compliance reports; resolves land owner and neighbor complaints; performs public relations contacts with landowners to maintain an adequate amount of land application sites for use.
7. Provides public and customer service support to County operations and other municipalities; responds to complaints and inquiries; conducts facility tours and public information meetings; answers technical questions and explains wastewater operations and maintenance systems; represents WES and participates in meetings, committees, activities, and associations.
8. Ensures compliance with safety procedures and regulations; plans and implements safety and technical training programs; participates in the development of written procedures for maintenance activities; reviews safety concerns and suggestions.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic principles and practices of personnel management, supervision, and budgeting; procurement and contract administration; federal, state, and county regulations regarding biosolids and reuse associated with the Clean Water act and related programs; occupational hazards and safety precautions at a wastewater treatment facility; computer software applications; English grammar, spelling and punctuation; principles and concepts of work teams; public and customer service techniques.

Skill to: Supervise and direct staff in continuous efforts to improve quality, productivity and effectiveness; recommend appropriate corrective action; train and direct the work of personnel in field operations and safety; incorporate team participation in decision making; establish and maintain effective working relationships with the public, contractors, government agencies and other County employees; coordinate public information activities; communicate effectively, both orally and in writing.

WORKING CONDITIONS

The incumbent may be exposed to bacteria, viruses and toxins in wastewater. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas, and on elevated platforms.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.