City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Environmental Process Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>ENPS</td>
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<td>Pay Grade:</td>
<td>NU20</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>2/11/2022</td>
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**General Summary:** This position is responsible for implementing all laboratory activities to insure laboratory program meets City, State and Federal guidelines. Monitors physical and biological treatment processes. Conducts special environmental studies.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Oversees and directs the collection and testing of samples taken from various processes and locations throughout the Water Reclamation Facility and related processes at the Material Recovery Facility using Environmental Protection Agency methods.
- Administers training programs in plant laboratory techniques for wastewater personnel.
- Assures compliance with Federal regulations by maintaining quality control and quality assurance program.
- Performs trend analysis on system performance for use in process control and predicting the future needs of the facility.
- Oversees and maintains checks on various plant processes and advises operations staff on necessary adjustments.
- Conducts special related environmental studies, including establishing required sample collection techniques for analyses; researches and prepares related reports.
- Prepares scheduled reports in accordance with City, State and Federal regulatory agencies.
- Designs and fills out data sheets to aid in laboratory requirements.
- Directs the Industrial Pretreatment Program and Process Control Laboratory/Data Management Programs; communicates with industrial/commercial customers on sizing of pretreatment devices.
- Provides technical support related to environmental protection for the Water Reclamation Division and Public Works Department.
- Assists in inspection of laboratory by City, State and Federal regulators.
- Purchases, controls, and maintains equipment inventory associated with laboratory.
- Maintains Laboratory Information Management System (LIMS) and data and equipment files.
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university in engineering, chemistry, environmental studies, biology or related science field and five years wastewater laboratory experience and two years laboratory
management experience. Demonstrated knowledge of chemistry.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of radiation. The noise level in the work environment is usually moderate.

Physical Demands:

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.