City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Water Reclamation Facilities Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>WRFS</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU20</td>
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<td>Date Revised:</td>
<td>2/3/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for supervising all operations and maintenance activities at the Water Reclamation Facility to comply with City, State, and Federal Regulations.

**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, prioritizes, directs, advises and makes recommendations to ensure the proper and efficient operation and maintenance activities for the Rapid City Water Reclamation Facility.
- Supervises, evaluates, plans, assigns, schedules and participates with Operations Work Group in operation and maintenance activities in a manner which complies with City, State and Federal regulations.
- Oversees and maintains checks on various plant processes and advises Operations Work Group on necessary adjustments.
- Oversees procurement of necessary equipment and supplies, and inventory for Operations Work Group.
- Reviews submitted operation and maintenance reports for accuracy, completeness and compliance status.
- Maintains files and records, and prepares written and verbal reports and correspondence with plant personnel, city officials and regulatory agencies, often using a computer.
- Coordinates construction and reconstruction activities with contractors, other City Departments and the public.
- Assists in customer relations and public information.
- Administers training of wastewater personnel and enforces work and safety rules.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college or university and two years related experience in wastewater operations, to include two years supervisory experience; or the equivalent amount of education and experience as required to obtain a South Dakota Class IV wastewater treatment certificate as per the South Dakota Department of Environment and Natural Resources Board of Operator Certification.

**Certificates, Licenses, Registrations:**

Must possess a valid driver’s license or ability to obtain within 30 days from date of hire. Must obtain a South Dakota Class IV Wastewater Treatment Operators certification within 18 months 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 frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation and vibration. 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 regularly required to talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and smell. 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, depth perception and ability to adjust focus.