

**Job Title:** WWTP PLANT SUPERVISOR

**Opening Date/Time:** Mon. 11/09/15 12:00 AM Mountain Time

**Salary:** \$14.30 - \$20.36 Hourly  
\$1,144.00 - \$1,628.80 Biweekly  
\$2,478.67 - \$3,529.07 Monthly  
\$29,744.00 - \$42,348.80 Annually

**Job Type:** FULL-TIME

**Location:** Waste Water Treatment Plant, Clovis, New Mexico

**Department:** PUBLIC WORKS

**Please apply for position at [cityofclovis.org](http://cityofclovis.org)**

**Job Description**

**Benefits**

**Supplemental Questions**

Under the general direction of the Wastewater Superintendent and the Assistant Public Works Director, and in accordance with established policies, this position supervises and coordinates the activities of workers involved in the maintenance and repair of wastewater collection system. This position works from 7:00 a.m. to 3:00 p.m., Monday thru Friday, with overtime after hours and on weekends as required.

**Public Job Description:**

- Assists the Wastewater Superintendent to direct and coordinate the daily activities of employees engaged in the maintenance, repair and operation of the wastewater collection system, and WWTP.
- Assume full responsibility for the wastewater collection system during the absence of the Superintendent and report to the Assistant Public Works Director as needed.
- Works closely with the Superintendent on wastewater collection system methodology in order to be able to operate and maintain the collection system during the absence of the Superintendent.
- Assists the Superintendent in hiring, evaluating, supervising, and disciplining employees on the collection system maintenance crew.
- Assists the Superintendent in the preparation of annual budget for wastewater collection.
- Assists the Superintendent to develop and recommend plans for the orderly improvement or expansion of the wastewater collection system.
- Maintains or supervises the record keeping of costs, operations, equipment maintenance, and employees for collection system maintenance.

**Job Description****Benefits****Supplemental Questions**

- Assists the Superintendent in preparation of specifications for the purchase of supplies and equipment.
- Performs field inspections of work in progress to assure it is being done properly and in accordance with the state and federal regulations.
- Assist the Superintendent in responding to citizens' complaints and to explain plans and activities to any interested parties.
- Assist the Superintendent to develop in-service training programs for wastewater operators.
- Directs and coordinates the daily activities of employees engaged in the construction, maintenance, operation, and repairs of the wastewater collection system.
- Provides both written and verbal reports to the Superintendent as needed.
- Develops and maintains a preventive maintenance program for the collection system.
- Supervises the maintenance of equipment, buildings, and grounds related to wastewater collection.
- Participates with the superintendent and director in the development of the changes and modifications needed at the treatment facilities.
- Performs other necessary duties as directed by the Wastewater Superintendent.

**Requirements:**

Requires a New Mexico Class IV Wastewater Operators Certificate plus two (2) years' experience in wastewater collection and treatment; or equivalent. At least one (1) years of this experience must include supervision of four (4) or more employees. Experience in activated sludge treatment is preferred. Must have or be able to obtain, within six (6) months, a valid Commercial Driver's License including the appropriate endorsements.