

Job Description

Wastewater Plant Supervisor

General Description

General oversight of the Kingston Springs Wastewater Operations, including oversight of daily and weekly water quality testing, sewer line maintenance, pump maintenance, emergency sewer and septic calls, monthly report submission to the State of Tennessee, and other wastewater job oversight duties as needed.

Supervision Received

Reporting to City Manager.

Supervision Exercised

This position has no direct reports.

Essential Job Functions

This is a general oversight position with no direct reports. Operator must currently have and maintain at least one of the following: A minimum of Grade 1 – Collection System Operator and/or a Biological/Natural Operator certification. Both certifications must be obtained within 12 months of employment, and employee must remain in good standing with the Tennessee Division of Water Resources.

Operator will maintain open communication with City Manager on all activities related to this position and associated with Kingston Springs Wastewater Operations.

Description of Duties

- Responsible for the overall function and accuracy of the town's wastewater collection system.
- Conduct daily testing of water at wastewater plant and assure accuracy of daily wastewater testing.
- Remain on-call for sewer/septic emergencies and provide guidance as necessary.

- Conduct final inspection of New Construction septic tank installs.
- Submission of monthly discharge monitoring report (Net DMR report) to the State of Tennessee
- Conduct daily readings and monitoring of pump stations
- Collect and send weekly water samples to lab for testing.
- Daily upkeep of wastewater lab.
- Daily updates of wastewater lab log book.
- Other job duties related to town operations as needed.