

City of Dunedin, Florida

Class Description

JOB TITLE: Wastewater Shift Supervisor

Utilities Department
Wastewater Division

GENERAL STATEMENT OF JOB

Under general supervision, performs moderately complex technical work to ensure proper wastewater plant operations. Provides leadership and supervision of subordinate Operators performing technical and physical work. Performs related work as required. Reports to the Wastewater Treatment Plant Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Tests water flow, analyzes chemical content of wastewater, monitors water levels; adjusts pumps, air, chemicals, controls, etc., as indicated to maintain optimum standards; maintains records of all tests.

Maintains chemical tanks; mixes chemicals.

Collects and submits wastewater samples for field and lab testing.

Stops, starts and monitors the performance of all equipment and machinery; conducts safety inspections.

Monitors charts, recorders, readouts and computer monitors to ensure proper control levels. Pumps wastewater from one tank to another and to sludge truck.

Maintains, cleans, calibrates and performs minor repairs and adjustments to equipment and machinery.
Controls odors; cleans spills.

Loads and unloads trucks.

Performs general maintenance, grounds keeping and housekeeping duties as required.

Operates a truck, forklift, hoist, crane, lawn mower, control panels, meters, laboratory equipment, pressure cleaner, generators, motors, and various hand and power tools in the performance of daily tasks.

Performs all duties in compliance with all applicable policies, procedures, laws, safety and health regulations.

Provides leadership and supervision of subordinate Operators. Supervisory duties include scheduling, instructing, assigning and reviewing work, maintaining standards and coordinating activities; evaluates the work of subordinates for completeness and accuracy; offers training, advice and assistance as needed. Evaluates subordinates with lead operator assisting.

Orders and maintains inventory of chemicals and supplies. Trains subordinate operators to maintain and order all chemicals and supplies.

Enters computer data; uses computer to produce routine reports, spreadsheets, and technical documentation.

Receives and responds to public inquiries, concerns and complaints regarding division activities and services.

Responds to emergencies as required; subject to call back.

Responds to assigned shift staff shortages: subject to call back to cover shift.

Compiles data for and prepares a variety of required reports and records. Attends meetings, workshops and training to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Dispatches crews for field work.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent and eighty-four months of hands on plant operations experience.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Requires a valid Florida driver's license.

Requires Florida certification as a Wastewater Operator "A" license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Wastewater Shift Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices and methodologies of wastewater treatment systems and their maintenance and repair, and other fields applicable to the requirements of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to provide effective leadership, supervision and training of employees. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner

Human Interaction: Requires the ability to provide guidance, assistance and/or

interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions. Requires the ability to use, operate and/or handle equipment such as a computer, diagnostic/laboratory instruments, pumps, motors, heavy equipment, hand and power tools, etc. Has knowledge of the standard tools, equipment and materials of the trade. Has skill in the care and use of required tools and equipment. Is able to monitor and operate equipment controls

Verbal Aptitude: Requires the ability to use a wide variety of reference, descriptive and/or advisory data and information. Has the ability to speak, write and understand the English language

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret technical materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds); some positions require sufficient hand/eye coordination to perform skilled/semi-skilled movements, such as mechanical repair and machinery control.

Sensory Requirements: Some tasks require visual, olfactory, depth and auditory

perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dust/pollen, strong odors, toxic/poisonous agents, insect bites, disease/pathogens, bright/dim light, wetness/humidity, electric currents, machinery hazards, vibrations and noise extremes.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Clayton T. Watkins, P.E. Digitally signed by Clayton T. Watkins, P.E.
Date: 2025.08.26 22:00:36 -04'00'

Utilities Director / City Engineer

August 26, 2025

Date