



**Title:**  
*Shift Supervisor*

**Level:**  
3

**FLSA Status:**  
*Exempt*

**Division:**  
*Wastewater*

**Department/Location:**  
*Wastewater Operations*

**Employment Status:**  
*Regular Full Time*

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### **SUMMARY**

This position reports directly to the Director of Wastewater Operations and oversees the operation of the Authority's Wastewater plant and Collection systems on a 24 hour per day basis. The Shift Supervisor supervises and directs the activities of plant personnel in the operation and routine maintenance of all wastewater treatment processes and is capable of performing all operator duties and assumes others' roles whenever necessary. The Shift Supervisor is expected to assure that treatment operations remain in functional working order, including adequate staffing and identification of any operational problems requiring action. This is a rotating 12-hour shift position.

### **RESPONSIBILITIES**

- Assume responsibility of the overall operations of the plant facility during their respective shift.
- Operate and performs routine maintenance on valves, gates, pumps, diesel generators, odor control systems, disinfection systems, constant and variable speed pumps and other associated equipment as required or as directed.
- Monitor, evaluate, analyze and record various information and data from strip charts, circular charts, totalizers, gages, programmable logic controllers, computers, and other monitoring systems to ensure proper operation.
- Keep accurate payroll sheets, personnel records and process control data up-to-date and readily accessible.
- Complete a daily log of activities during the shift.
- Assure detailed conveyance to incoming shift of notable events that transpired.
- Serve as the NJDEP licensed operator.
- Monitor, evaluate and analyze the treatment processes and make limited process or operational decisions to ensure that the treatment processes are in conformance with NJDEP permit requirements
- Report treatment process observations to the Director of Operations and work closely with the Director of Operations to modify treatment operation to accommodate various flow, influent chemical and biological characteristics and climatic conditions.
- Perform and coordinate work assignments to shift personnel and ensure operational duties are completed properly.
- Properly track and report absenteeism on attendance sheets and in the payroll system.
- Convey to the Director of Wastewater Operations any situations regarding personnel that would have a negative impact on the operations of the facility.
- Evaluate employee performance, knowledge and training needs, assist in employee performance reviews.
- Convey to the Director of Operations any noteworthy positive or negative issues discovered through the evaluation process.
- Assure that shift personnel have been provided adequate training especially before allowing any personnel to assume another's responsibilities due to staff absence.
- As needed, perform the duties of all plant operation positions (WPC I, WPC II, and WPC III).
- Train shift personnel in standard operating and safety procedures and routinely conduct refresher training to ensure that they are properly trained in all aspects of their jobs
- Cross train operators in all plant operations to facilitate flexibility in assigning tasks to personnel and to promote employee upward mobility.
- Maintain up-to-date and accessible plant process control data. Assist in completing regulatory monitoring reports.
- Evaluate and complete accident and safety investigation reports. Make recommendations to avoid accidents and promote operator safety.
- Maintain a current knowledge of all State and Federal regulations governing the treatment facility, including incinerator operating permits and the NJPDES permit, ensuring that operations and record keeping are in compliance.
- Identify and report problems and breakdowns of mechanical, electrical and control devices. Report and coordinate repairs problems verbally and through formal work order systems.
- Ensure that all working environments are safe and that all personnel are adequately protected, and equipped with adequate safety equipment and safety devices.
- Monitor the operation and respond to alarm conditions of the wastewater collection systems, (gravity sewer conditions, submersible pumps, level controls, bar screens/baskets, odor control systems and standby generators), including the One-Call Request system.
- Operates various equipment when needed that is essential to the operation.



# ACUA

Atlantic County Utilities Authority

- Assist Water Pollution Control operators and maintenance personnel as needed.
- Perform duties as directed by Wastewater Administration.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours when requested, volunteer for events and activities that the Authority participates in or sponsors, and volunteer for community service, etc.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- HS diploma or GED
- Minimum 6 years of work experience in the wastewater treatment field inclusive of 3 years supervisory experience.
- New Jersey Wastewater Treatment System Operator’s License S-3.

### **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid driver’s license in good standing
- Exceptional leadership, verbal and written communication skills.
- Computer skills are required; specifically a working knowledge of SCADA/HMI, Microsoft Office Suite (Excel, Word, Outlook, & PowerPoint), SharePoint, and other work related applications.

### **PREFERRED QUALIFICATIONS**

- None

### **PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:*

Must be able to qualify for respirator use. Constantly operates all equipment and/or machinery associated with this job. Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Frequently moves about to inspect the grounds, buildings, property and/or equipment. Occasionally moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, load noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

### Job Description Acknowledgement

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| <i>Employee (Print Name):</i>   | <i>Employee’s Signature:</i>   | <i>Date:</i> |
| <i>Supervisor (Print Name):</i> | <i>Supervisor’s Signature:</i> | <i>Date:</i> |