



**UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY  
invites applications for the position of:**

## **Public Utilities Compliance Supervisor**

**SALARY:** \$55,063.00 Annually

**OPENING DATE:** 02/04/20

**CLOSING DATE:** 02/17/20 11:59 PM

### **PURPOSE & JOB RELATED REQUIREMENTS:**

**REPORTS TO:** Environmental Engineer

**FLSA STATUS:** Exempt - Executive

**CLASSIFICATION:** Personnel System

**PAY GRADE:** 121

**SAFETY SENSITIVE:** Yes

#### **Purpose of Job**

The purpose of this job is to perform supervisory/technical functions associated with the administration and operations and compliance with federal and state mandates. Duties and responsibilities include, but are not limited to: supervising assigned staff; coordinating and overseeing environmental sampling activities; ensuring inspections to determine compliance with sewer-use regulations; preparing reports; maintaining records; and performing additional tasks as assigned.

#### **Job Related Requirements**

Schedule: M-F, 7:00am-4:00pm. May be required to work outside of normal business hours.

May be required to work on religious holidays.

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACC's safe driving policy.

### **MINIMUM TRAINING & EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in Chemistry, Biology or related discipline required, with three years of experience in water or wastewater treatment or wastewater laboratory analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Two years supervisory experience required.

Valid driver's license is required.

Must possess at least two of the following: Georgia Wastewater Operator Class I, Georgia Water Laboratory Analyst or Georgia Wastewater Laboratory Analyst certification.

### **ESSENTIAL DUTIES, RESPONSIBILITIES:**

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises and evaluates assigned staff, handles all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.

Coordination of the Industrial Pretreatment Program (IPP), including routine and random inspections of industrial and commercial dischargers.

Supervises and assists as necessary the performance of inspections of industrial facilities to determine compliance with sewer-use ordinance and permits.

Supervises and assists as necessary in the inspections of commercial operations (such as dry cleaners and septic tank haulers) to determine their compliance with sewer-use ordinances and permits.

Oversees flow monitoring of trunk lines, selection and purchase of sampling and monitoring equipment when necessary for program compliance.

Oversees the location of illegal discharges or spills; and ensures the proper agencies are notified..

Reviews the recording of spills; samples receiver streams for damage, and other information necessary for the reporting of releases. Ensures that the local media are notified per the GA EPD requirements.

Implements IPP and SUO environmental enforcement programs.

Assists in development of new rules and regulations; works with the Industrial Pretreatment Technician and informs industry of changes in same.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, and other documents via computer and/or typewriter.

Maintains prepared logs and reports to document sampling activities.

Prepares and maintains departmental files; file system of departmental records; and personnel records.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Responds to routine requests for information from officials, employees, and members of the staff, the public or other individuals.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Performs other related duties as required.

### **Knowledge, Skills and Abilities**

Knowledge of the principles, practices and procedures of the Unified Government of Athens-Clarke County and the operations and functions of the Public Utilities Department.

Knowledge of practices, policies and procedures as necessary in the completion of daily responsibilities.

Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.

Knowledge of changes in policy, methods, operations, budgetary and equipment needs, etc., as they pertain to departmental operations and activities.

Knowledge and skill to operate various machinery, equipment, and tools including a utility vehicle, computer, calculator, telephone, flow recorder, sampling equipment, well wizard, blower, BOD probe,

temperature monitor, measuring tools, hand tools, mechanic tools, and electronic tools.

Knowledge of and proficient with computers.

Knowledge of federal, state and local rules and regulations, departmental policies and procedures, and other procedures and methods pertaining to industrial wastewater treatment.

Knowledge of the Athens-Clarke County water treatment, water distribution, wastewater collection system and wastewater plant operations.

Knowledge of accepted practices and procedures in collecting samples, equipment used to sample and treat wastewater, and the principles of flow measurement in conventional conduits and primary flow devices.

Ability to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Ability to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals.

Ability to develop and implement long-term goals for the department in order to promote effectiveness and efficiency.

Ability to comprehend, interpret, and apply regulations, procedures, and related information.

Ability to effectively communicate and interact with subordinates, management, employees, and members of the general public and all other groups involved in the activities of the Unified Government of Athens-Clarke County as they relate to the Public Utilities Department.

Ability to assemble information and make written reports and documents in a concise, clear and effective manner.

Ability to handle required mathematical calculations using statistical data and methods.

Skill in supervision, in oral and written communication, and in mathematics, chemistry and biology.

Skill in organizational, management, human relations, and technical skills.

Skill in reading maps, blueprints and schematics.

Skill in utilizing various software programs relevant to the position.

#### **SUPPLEMENTAL INFORMATION:**

##### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment including a utility vehicle, computer, calculator, telephone, BOD probe, temperature monitor, measuring tools,. This position requires: walking, standing, climbing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Physical demand requirements are at levels of those of light to medium work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving/receiving assignments and/or directions to/from co-workers, assistants or supervisors.

**LANGUAGE ABILITY:** Requires ability to read a variety of informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare letters, reports, forms, etc.,

using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to individuals with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including wastewater treatment terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; interpret graphs; compute discount, interest, profit/loss, ratio/proportion, etc.; perform calculations involving variables, formulas, square roots, and polynomials.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with a variety of machinery and equipment including a utility vehicle, computer, calculator, telephone, flow recorder, sampling equipment, well wizard, blower, BOD probe, temperature monitor, measuring tools, hand tools, mechanic tools, and electronic tools.

**MOTOR COORDINATION:** Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as automated office equipment, office supplies, sampling equipment, laboratory supplies, and hand/mechanic/power tools. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.accgov.com>

Position #2020-U285  
 PUBLIC UTILITIES COMPLIANCE SUPERVISOR  
 GR

375 Satula Avenue  
 Human Resources Department  
 Athens, GA 30601  
 706-613-3090  
 706-424-2491

## Public Utilities Compliance Supervisor Supplemental Questionnaire

\* 1. Which best describes your highest level of education?

- Some High School
- High School diploma or GED from an institution accredited by SACS
- Some education beyond high school
- Technical or Vocational Degree
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

- \* 2. Do you possess a Bachelor's Degree (or higher) in Chemistry, Biology or related discipline?
  - Yes
  - No
- \* 3. Specifically, what educational degree do you possess?
- \* 4. Please indicate your years of experience in water or wastewater treatment or wastewater laboratory analysis.
  - None
  - Some, less than 1
  - At least 1, less than 3
  - At least 3, less than 5
  - At least 5, less than 7
  - At least 7, less than 9
  - At least 9, less than 11
  - At least 11
- \* 5. Please indicate below how many years of supervisory experience you have.
  - None
  - Some, less than 1
  - At least 1, less than 2
  - At least 2, less than 3
  - At least 3, less than 4
  - At least 4, less than 5
  - At least 5
- \* 6. Please indicate if you possess the following:
  - Georgia Wastewater Operator Class I license
  - Georgia Water Laboratory Analyst certification
  - Georgia Wastewater Laboratory Analyst certification
  - None of the above
- \* 7. Do you possess a valid Driver's License?
  - Yes
  - No
- \* Required Question