

## **MARYLAND ENVIRONMENTAL SERVICE JOB DESCRIPTION**

**Job Title:** Environmental Systems Supervisor

**FLSA Status/Grade:** Exempt/5

**Group:** Water/Wastewater

### **POSITION SUMMARY**

First supervisory level in the Maryland Environmental Service water/wastewater operator job series. Supervises and assists in the operation, monitoring and maintenance of one or more water, wastewater or industrial wastewater treatment systems.

### **ESSENTIAL FUNCTIONS**

Assists and supervises employees in the operation, monitoring and maintenance of water, wastewater or industrial wastewater treatment systems. For each system, this includes:

- a. Controlling flow and adjusting treatment processes to ensure that the system achieves compliance with applicable environmental permits.
- b. Monitoring and documenting system performance by reviewing the results of sampling, in-plant tests, operational control tests, process calculations and technical data.
- c. Reviewing and preparing the reports required by regulatory agencies.
- d. Ensuring that in-plant maintenance is performed according to the schedules and procedures established for the facilities to which assigned.

Assists in the preparation of facility budgets and monitors facility expenditures for project budgetary control.

Meets with regulatory personnel, contractors and agency clients or their representatives.

Prepares employee work schedules and participates in performance appraisals and other personnel matters related to employees supervised.

### **OTHER RESPONSIBILITIES**

Satisfactorily completes safety training mandated by State and Federal laws, training to maintain professional certification and other training that MES requires.

Persons appointed to this position may be:

- a. Assigned to work at several different facilities (“circuit rider” operator), and be expected to travel between them, using an MES vehicle
- b. Assigned to any one of three any one of three shifts and required to be on duty Saturdays, Sundays, and holidays
- c. Temporarily assigned to any region of the State
- d. Permanently assigned to any facility within a 50 mile radius of the operator’s home
- e. Required to work overtime to ensure that coverage of the treatment facility is maintained

Performs other work related duties as assigned.

### **SUPERVISORY REQUIREMENTS**

This position supervises employees as assigned by Assistant Regional and Regional Supervisors, at either MES managed facilities or at MES supervised projects.

### **EDUCATION, EXPERIENCE**

High school diploma, or state high school equivalency certificate plus:

- Five years of progressively responsible experience as an operator responsible for operating, monitoring and maintaining water, wastewater or industrial wastewater treatment systems. This experience must have included at least one year at these systems as a lead worker, or directing the work of other employees.

### **LICENSES, CERTIFICATIONS**

Valid driver’s license with less than six points under Maryland law.

Valid operator certification from the Maryland State Board of Waterworks and Waste Systems Operators for each category and class of treatment system to which the employee is assigned.

May also be required to hold valid superintendent certification from the Board of Water works.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Must be able to pass standard physical exam, for this job.

Comply with all aspects of OSHA Respiratory requirements; including medical evaluations and fit testing.

Ability to communicate effectively, orally and in writing and ability to follow oral and written instruction.

Possess working knowledge of personal computers, including spreadsheet, presentation and word processing software (MS Excel, PowerPoint, Word).

Ability to lift 50 pounds.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to speak, hear, stand, sit, walk, crawl, stoop, kneel, crouch, climb and balance. The employee is also regularly required to use hands and arms to reach, grasp, finger and feel.

Specific vision abilities required by this job include close, distant, and peripheral vision with depth perception, and ability to adjust focus and distinguish colors.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to both weather and non-weather conditions that are hot, cold, humid or wet. The employee is also exposed to noise levels in the work environment that require hearing protection, equipment that has moving mechanical parts and vibration, the risk of electrical shock from high voltage, potentially hazardous chemicals such as toxics, acids or caustics, and fumes and airborne particles. The employee is occasionally exposed to work in high, precarious places, and is rarely exposed to risk of radiation.

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