

Department of Public Utilities
City of Chippewa Falls - Job Description – Wastewater Supervisor

POSITION TITLE: Wastewater Supervisor
DEPARTMENT: Department of Public Utilities
DIVISIONS: Wastewater
REPORTS TO: Director of Public Works / Utility Manager
PAY GRADE: 15
LAST UPDATE: 06/2026

SUMMARY

The Department of Public Utilities will provide public health protection and environmentally sound and innovative utility services to our customers by providing safe drinking water and the highest level of wastewater service in a cost-effective manner. The Wastewater Supervisor is responsible for all aspects of the Wastewater Utility. Plans, organizes and directs the operation of a 4.5 MGD Advanced Grade wastewater treatment facility, 13 lift stations and the sanitary sewer collection system for the City of Chippewa Falls.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans, supervises and participates in the daily operation, process control and maintenance of all Wastewater Utility treatment facilities.
- Serves as DNR required "Operator in Charge" of 6 required subclasses of wastewater treatment and assumes obligations and responsibility for regulatory compliance.
- Makes recommendations on improvements, expansion and additions needed to facilities and equipment.
- Serves as Pretreatment Coordinator including; issuing and annually reviewing Industrial Discharge Permits, Septage Discharge Permits, and Mercury Pollution Reduction Program.
- Supervises/ Manages Biosolids Management Program.
- Manages High Strength Waste acceptance and controls feed rates of into treatment.
- Compiles data and prepares reports as required by regulatory agencies and City Council.
- Prepares annual operating budget including capital equipment purchases.
- Participates in financial analysis to design and insure the validity of existing and proposed rate structures.
- Investigates customer complaints and resolves them to satisfaction.
- Set standards, trains and evaluates employees in operation and maintenance duties and safety procedures.
- Inspects plant processes and equipment on a regular basis to detect problems, adjusts processes, and schedules preventive and corrective maintenance.
- Represents the City in working with contractors to insure compliance with plans and specifications.
- Monitors and maintains SCADA equipment.
- Monitors, tracks, maintains, and submits payroll records.
- Keeps abreast of professional developments in the field through professional journals and conference attendance, and workshop attendance.

SUPERVISORY RESPONSIBILITIES

- Directly supervises personnel in the Wastewater Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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- Responsibilities include interviewing, hiring, and training employees; planning, assigning, scheduling, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORK SCHEDULE

- This position works a standard 40-hour work week.
- With approval, compensatory time is granted for hours work above the average work week.
- Provides on-call duties for the Street Department managing the snow removal team.
- Provides on-call support twenty-four hours a day, 365 days a year for emergency response and cleanup in the event of a sewer backup or illicit discharge, documenting investigative findings with regulatory agencies as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, LICENSES, AND/OR EXPERIENCE

- Bachelor's degree (B.A.) from four-year college or university; and four to six years related experience and/or training in Wastewater; or equivalent combination of education and experience.
- Must possess or acquire the following advanced WI DNR Certifications within the time frames listed below:
 - Become Operator Advanced (OA) within 18 months of hire date.
 - Required Subclasses (Must be advanced in 3 of the following subclasses before hire and must obtain the other subclasses within 18 months of hire date)
 - B (Solids Separation)
 - A1 (Biological Treatment Suspended Growth)
 - C (Biological solids Sludge Handling, Processing, and Reuse)
 - D (Disinfection)
 - P (Nutrient Removal – Total Phosphorus)
 - L- (Laboratory)
 - Additional Subclass (Must obtain within 24 months of hire date)
 - SS (Sanitary Sewerage Collection System)
- Maintain required certifications for Operator in Charge after obtaining.
- 1-3 years supervisory experience preferred.
- Valid Driver's License

ESSENTIAL KNOWLEDGE AND ABILITIES

- Must be proficient in the use of personal computers in an office environment and have advanced knowledge of Microsoft Office software, teleconferencing equipment and software, etc.
- Ability to work in a network environment.
- Knowledge and skills with use of SCADA equipment and CAD drawing applications.
- Advanced knowledge of GIS required.
- Other equipment could be required.

COMMUNICATION SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, contractors, and the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

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- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to communicate in both written and verbal form.
- Ability to maintain confidentiality when necessary.

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to respond to complaints and grievances posed by the public.
- Ability to implement decisions based on data and oversee the execution of these decisions.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

SUPERVISION/DIRECTION RECEIVED

- Director of Public Works / Utility Manager

SUPERVISION/DIRECTION EXERCISED

- 6-9 Wastewater Treatment/Collection System Operators
- Wastewater Lab Analyst.
- Billing Clerks

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 75 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Steel toed shoes required anytime foot crushing hazards are present. Employees will be eligible for a Protective Footwear stipend per HR Policy.
- Employee will be subject to cold, heat, wet, sun, dust, noise, wet and humid conditions, moving mechanical parts, vibration, and very loud noise.
- Employee will work with toxic or caustic chemicals, high heights, and precarious places.

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