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**post of assistant wastewater treatment plant operation supervisor**

**Duties:**

1. Respond to all general workers and general cleanliness.
2. Organizing the daily tasks and workflow of the General Workers and coordinate with the Maintenance Department.
3. Assist in Preparation of all process engineering decisions for normal operation and implementation of them after approval of the process engineer
4. Support in the elaboration of the safety procedure and operation manual.
5. Support in the elaboration of written operational workflow procedure for different task.
6. Support in the finalization of the site inventory report including execution of test of the main equipment and evaluation of these tests. Preparation of scheduled organization for 24hrs/3 shifts system.
7. Assist in the Management of shift personnel and daily operations of the plant to maintain optimum operational conditions and results.
8. Assist in review and evaluation of work to ensure timelines and quality control in adherence to policies and procedures.
9. Assist in the planning, scheduling, assigning and directing all operational tasks and work at the wastewater treatment and sludge treatment systems.
10. To be on call to handle emergency situations.
11. Adherence to all general occupational health and safety regulation.
12. Perform any other ancillary duties.