VALLECITOS WATER DISTRICT

WASTEWATER TREATMENT PLANT SUPERVISOR

DEFINITION

Under direction, plans, supervises, and reviews the work of staff performing operation and maintenance duties for a wastewater reclamation plant, related facilities, and laboratory; serves as Chief Plant Operator; personally performs the work supervised; makes recommendations for action and assists in policy, procedure, and budget development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory level class responsible for wastewater treatment and water reclamation operations, including supervising assigned staff. This class is distinguished from the Operations and Maintenance Manager, which is responsible for all District operations and maintenance functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Periodically inspects plant equipment; reviews operating procedures to ensure adherence to maintenance, operation, and safety procedures; performs or directs servicing or repair of equipment; adjusts operating schedules as required to meet changing conditions and emergencies; reads and interprets plant piping and distribution plans; locates and troubleshoots plant malfunctions;
- Performs and directs preventive maintenance and repair operations, painting, and facility and grounds maintenance activities; performs all operations duties required to operate the wastewater reclamation plant; evaluates work methods and operations; estimates time and material costs using CMMS; requisitions supplies and equipment; evaluates and institutes changes in work methods and priorities; institutes changes to increase effectiveness to meet department objectives; participates in the preparation of the department budget and monitors expenditures;
- Reviews project plans and drawings with staff, making changes based on field observations and operational problems; inspects projects in progress and upon completion; provides technical advice and assistance on problems and unusual situations; maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and
monthly reports; prepares and submits reports to local, state, and federal regulating agencies;

- Assists in selecting employees; develops and establishes work methods and standards; directs and coordinates staff training and development; recommends and implements disciplinary action; establishes and implements safety programs; conducts and coordinates safety meetings;
- Coordinates work with other agencies, divisions, and sections; responds to questions and complaints from the public and other agencies;
- Responds to emergency situations that may include chlorine leaks and their mitigation; member of the Storm Pollution Prevention Plan team;
- Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
- Operation and routine preventive maintenance of wastewater reclamation facilities and equipment; modern wastewater treatment and reclamation principles and practices;
- Local, State, and Federal safety and public health rules, codes, and regulations pertaining to the work; relevant occupational health and safety regulations and guidelines; safe work methods and safety practices;
- Methods and precautions in storing and handling chlorine and other hazardous gases and chemicals; wear full face mask and work for at least 30 minutes while being supplied with breathing air through the mask;
- Shop mathematics;
- Wastewater sampling and standard process control tests;
- Technical, electrical, and hydraulic principles as they relate to the operation of a wastewater treatment system;
- Computer applications relating to the work.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Research and prepare complex reports;
- Plan, direct, and coordinate the work of operating a treatment plant; draft and recommend new department policies as needed;
- Select, train, supervise, and evaluate employees;
- Read and interpret plans, maps, specifications, and manuals;
- Estimate labor, material, and equipment needs; assist in planning and implementing a balanced budget;
- Respond to emergency and problem situations in an effective manner;
- Understand, explain, and apply policies and procedures;
- Assist in developing plans to meet future District needs/services;
- Operate and maintain a variety of tools and equipment;
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation or equivalent, and four years of experience in a wastewater or reclamation facility as an operator, with at least two years of experience in a lead or supervisory role.

**Licenses, Certificates, and Special Requirements**

- Possession of a California State Water Resources Control Board (SWRCB) Wastewater Treatment Plant Operator Grade IV Certificate is required;
- Possession of a SWRCB Lab Analyst Grade I required;
- Must be willing to be trained to a Hazardous Materials Technician Level (HAZWOPER) for emergency response purposes.
- Must be medically approved for all respirators.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to walk; use hands and fingers to grasp and feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Employees frequently are required to stand or sit. Employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Employees must be able to obtain and keep current a medical certification for wearing an approved self-contained breathing apparatus.

Environment: Employee regularly works outdoors, exposed to sun, temperatures above 80 degrees, rain, and other weather conditions; exposed to hazardous materials, including chlorine and sewage. Employee frequently: works in areas of unusually high humidity; exposed to unusually loud noises; works on slippery surfaces; exposed to common allergy-causing agents. Employee occasionally works in confined or cramped positions. Some work: done on surfaces 4-12 feet above ground; gets clothes and/or body wet; exposes body to oil or grease. Potential electrical shock exposure. Must be fit tested for respirators as part of the Hazardous Materials team.
I have reviewed this Job Description with my Supervisor and agree with its contents.

__________________________________________________________________________
Employee Signature                                                                 Date

__________________________________________________________________________
Supervisor Signature                                                             Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.