



**JOB TITLE:** Wastewater Operations Supervisor

**DATE APPROVED:** October 2014

**DEPARTMENT:** Public Works

**SUPERSEDES:** 2006

**REPORTS TO:** Wastewater Division Manager

**SUPERVISION:** Wastewater Treatment Plant, and Water Recycling Personnel

**EMPLOYEE UNIT:** Mid-Management

**FLSA:** Exempt

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**JOB SUMMARY:**

To organize, direct, and supervise the safe and proper operation of the City's Wastewater Treatment Plant, Water Recycling and related facilities; to monitor plant operations, to ensure compliance with State and Federal regulations; and to perform technical and administrative work in connection with plant operations and maintenance functions.

**DISTINGUISHING CHARACTERISTICS:**

This job class is responsible for the successful day-to-day operations of the Wastewater Treatment Plant, and Water Recycling facilities. This position functions at a full supervisory level of classification directing, coordinating, supervising and formally evaluating the work of others.

**EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Plans, organizes, directs, schedules, trains, monitors, and formally evaluates the work of Wastewater Treatment plant, and Water Recycling operators
- Seeks out and pursues new ideas and better ways of performing the operations scope of responsibility; develops and implements short and long-term goals, objectives, policies and priorities
- Empowers all levels of operations staff to be creative problem solvers, and provide the resources to lead staff towards becoming more goal oriented, offering creativity and extending flexibility in solving problems and accomplishing goals and objectives
- Actively pursues maintaining safe, cost effective and efficient Wastewater and Water Recycling operations.
- Plans, coordinates and manages various projects related to wastewater treatment, cogeneration, and water recycling
- Stays current on advancing technologies by networking with other agencies, attending training, and reviewing monthly trade publications.
- Develops, implements and maintains effective employee training programs for both Wastewater treatment and Water Recycling. Evaluate the need for, and implement refresher training annually, or as required
- Oversees and coordinates the use of operations interns and volunteers as required
- Uses SCADA in a highly proficient manner to monitor, control, troubleshoot and generate operational compliance reports for both wastewater and water recycling systems

- Monitors laboratory test results, and plant processes, makes operational adjustments as necessary
- Performs a variety of operations calculations to ensure compliance with Federal and State requirements
- Prepares and reviews reports submitted to regulatory agencies and other technical reports; enters data into plant computer
- Assists in preparation of operations budget and its implementation and monitoring
- Advises Wastewater Division Manager of the status of the plant and personnel
- Prepares requisitions for tools, equipment, supplies and services and maintains an adequate inventory of supplies and materials
- Conducts regular plant inspections and ensures that treatment processes meet Federal and State wastewater quality standards
- Recommends improvement to procedures and equipment, and assists the Wastewater Division Manager with identifying, planning and implementing operations related capital improvement projects or equipment
- Oversees safety program for plant staff
- Directs professional development program for operations staff
- May perform any of the duties assigned to the Wastewater Treatment plant, and Water Recycling operators; generally performs skilled work in participating in these activities and provides technical direction
- Leads by example, interacts and coordinates with other agencies regarding the production of Recycled Water
- Annually updates the Operations Section of the Wastewater Treatment and Water Recycling Operations and Maintenance Manual, or sooner as required
- Performs related duties similar to the above in scope and function as required

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- advanced principles and practices of Wastewater Treatment plant, and Water Recycling operations.
- State and Federal standards and requirements for wastewater treatment plants.
- work and plant safety programs.
- principles and techniques of supervision including staffing, employee development, and planning and organizing work.
- safety procedures pertaining to plant operations, including techniques for handling and storing hazardous chemicals.
- principles and objectives of laboratory analysis for wastewater treatment and process control.

##### **Ability to:**

- train, direct, and formally evaluate the work of others.
- establish and maintain work and plant safety programs.
- diagnose wastewater, and Water Recycling process problems and make effective changes.
- establish and maintain records and files; prepare related reports.
- recommend laboratory testing for wastewater process control.
- effectively interpret laboratory results and take effective course of action.
- effectively communicate in both oral and written forms.
- actively listen and provide coaching, counseling and guidance where appropriate.

- maintain professional and effective work relationships across a wide variety of outside agencies and internal City departments and divisions.
- conduct higher level public tours of the wastewater treatment and water recycling facilities.
- meet the physical requirements necessary to safely and effectively perform required duties.
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- be able to respond to after-hours emergencies within a reasonable response time not to exceed 45 minutes under normal traffic conditions.
- carry a cell phone, pager and/or computer laptop.

### **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- grasp with right and left hands.
- hear adequately to converse on a telephone and in person.
- be exposed to chemicals, influent and bacteria.
- drive an automobile.
- use fine hand manipulation.
- hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- use a computer keyboard.
- climb stairs ladders and stairs.
- walk on uneven surfaces.
- work outside in inclement weather.

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Advanced educational training in Wastewater Treatment, and Water Recycling technologies, chemistry, engineering, or related subject and four years of increasingly responsible experience in a wastewater treatment plant and water recycling facilities.

### **LICENSE & CERTIFICATION:**

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.
- A Grade IV Wastewater Operators Certificate issued by the State Water Resource Control Board.