

City of Watsonville

Job Description



JOB TITLE: Wastewater Treatment Plant Operations Supervisor

DATE APPROVED: October 1, 2014

DEPARTMENT: Public Works & Utilities **SUPERSEDES:** N/A

REPORTS TO: Wastewater Division Manager

SUPERVISION: Wastewater Treatment Plant Operators

EMPLOYEE UNIT: Mid-Management

JOB SUMMARY:

Under general direction, organizes, directs, and supervises the safe and proper operation of the City's wastewater treatment plant, water recycling, and related facilities; monitors plant operations to ensure compliance with state and federal regulations; and performs 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 to ensure compliance with all regional, state, and federal regulatory agencies. This position functions at a full supervisory level of classification directing, coordinating, supervising and formally evaluating the work of others.

This position may also be assigned as the registered Chief Plant Operator (CPO) as defined under the State Water Resources Control Board (SWRCB) Operator Plant Certification regulations. The CPO provides advanced technical expertise regarding plant operations and certifies and files all necessary wastewater and recycled water treatment facility compliance reporting on behalf of the City. If designated as the CPO on the City's SWRCB NPDES permits, this position will receive certification pay per Mid Management MOU while serving in said role.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Acts as and performs the duties of the Designated Operator-In-Charge (DOIC) as needed in accordance with state regulations when so designated by the CPO if not operating in this capacity.
- Plans, organizes, directs, schedules, trains, monitors, and formally evaluates the work of Wastewater Treatment Plant Operators and other assigned staff.

- 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.
- Supports and provides direction to the Utilities Maintenance Supervisor to establish an effective short- and long-term maintenance program for all wastewater treatment and recycled water facilities; seeks out and pursues cost effective improvements that reduce or eliminate ongoing maintenance problems.
- Optimizes the performance of wastewater facilities to provide for the safe, efficient, and cost effective treatment, and disposal or reuse of wastewater and biosolids, while ensuring National Pollutant Discharge Elimination System (NPDES) compliance.
- Supports the Source Control Manager in administering an effective source control program which protects the resources of the City and which reduces, minimizes, or eliminates the discharge of pollutants to the environment.
- Supports the Laboratory Manager in providing analytical services and facilitates the resolution of environmental issues facing the wastewater treatment and recycling facilities.
- 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.
- Plans, coordinates, and manages various projects related to wastewater treatment, biosolids disposal, energy recovery, and water recycling.
- Attends trainings and/or participates in professional organizations to maintain awareness of new trends and developments in the field of wastewater treatment; incorporates new developments as appropriate into operations.
- Develops, implements, and maintains effective employee training programs for operations staff; evaluates the need for, and implementation of refresher training annually, or as required.
- Oversees and coordinates the use of operations interns and volunteers as required; ensures operators-in-training (OITs) are supervised directly in accordance with wastewater treatment operator certification regulations when designated as CPO.
- Uses SCADA and other platforms in a highly proficient manner to monitor, control, troubleshoot, and generate operational compliance reports for both wastewater and water recycling facilities.
- 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; if designated as CPO, also certifies regulatory reports and submits to regulatory agencies.
- Participates in the preparation and administration of the operations budget; submits budget recommendations; monitors expenditures.
- Advises Wastewater Division Manager of the status of the plant and operations 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.
- Directs professional development program for operations staff.
- May perform any of the duties assigned to the Wastewater Treatment Plant Operators; generally performs skilled work in participating in these activities and provides technical direction.

- Leads by example, interacts, and coordinates with other agencies relating to wastewater and recycled water treatment operations.
- Updates the Wastewater Treatment and Water Recycling Operations and Maintenance Manual as needed to keep current plant operating procedures.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a wastewater treatment plant.
- Advanced principles and practices of wastewater treatment plant and water recycling operations.
- State and federal standards and requirements for wastewater and recycled water treatment facilities.
- Work and plant safety programs.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- 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.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes, and regulations.

Ability to:

- Supervise, organize, and review the work of assigned staff involved in wastewater treatment plant and water recycling.
- Select, train, direct, and evaluate staff.
- 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 a variety of reports.
- Recommend laboratory testing for wastewater process control.
- Effectively interpret laboratory results and take effective course of action.
- Participate in the preparation and administration of assigned budgets.
- Actively listen and provide coaching, counseling, and guidance where appropriate.
- 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.
- Operate office equipment including computers and supporting software applications.
- Work in confined spaces and/or respond in an emergency.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

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

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by advanced educational training in wastewater treatment and water recycling technologies, chemistry, engineering, or a related field.

Experience:

Four years of increasingly responsible experience in a wastewater treatment plant and water recycling facilities while in possession of Grade III or higher Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board.

LICENSE & CERTIFICATION:

- Possession of a valid Class C California driver's license and a safe driving record.
- Possession of a Grade IV Wastewater Operators certificate issued by the State Water Resource Control Board.
- Possession of a valid Grade V Wastewater Treatment Plant Operator Certificate issued by the SWRCB is required within one year of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; work safely in and around confined spaces; and work around moderately loud noise levels; may be required to work evenings, nights, and weekends.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a wastewater treatment plant and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.