

City of Watsonville
Job Description



JOB TITLE: Wastewater Operations Supervisor

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Wastewater Division Manager

SUPERVISION: Wastewater Operators and other facility staff as assigned

EMPLOYEE UNIT: Mid-Management

FLSA:

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 safe and cost-effective day-to-day operations of the Wastewater Treatment Plant and Recycled Water Facility; ensuring 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; and ensures the provision of a safe and professional working environment.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Act as and perform the duties of the Designated Operator-In-Charge as needed in accordance with State regulations
- 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
- 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
- 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 Wastewater Treatment Plant and Recycled Water Facility operators; and evaluates the need for, and implements refresher training annually, or as required
- Works with the Safety and Regulatory Compliance Officer on developing, implementing, training, tracking and enforcing operator safety programs
- Oversees and coordinates the use of operations interns and volunteers as required
- Uses SCADA and Hach WIMS 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 compute
- 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
- 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 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, creative problem solving, team building, motivation, 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 treatment and water recycling process problems, and make effective changes
- Read, interpret and correctly apply appropriate laws, codes and regulations
- Detect unsafe conditions and practices
- 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
- Use independent judgment to identify and analyze problems and recommend

and implement solutions

- Effectively communicate in both oral and written forms
- Actively listen and provide coaching, counseling and guidance where appropriate
- Maintain professional 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
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- 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 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 would be:

- Advanced educational training in Wastewater Treatment, and Water Recycling technologies, chemistry, engineering, or related subject

- 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 & CERTIFICATE:

- 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 California State Water Resource Control Board is required, and possession of a Grade V is desirable.