

## Water Reclamation Facility Supervisor

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under the general direction of the City Engineer, supervises and coordinates the daily wastewater operations, maintenance and repair activities of the City's Water Reclamation Facility and collection activities; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the City Engineer.

### **IDENTIFYING CHARACTERISTICS**

The Water Reclamation Facility Supervisor class is the second level supervisory classification with responsibility for planning, coordinating, and implementing the operations, maintenance, and repair activities of the City's Water Reclamation Facility. Positions in this class contribute to the overall management of the assigned support services by participating in the development of policies and procedures, developing, and implementing program goals and objectives while providing conformance to overall departmental and City-wide goals and objectives, and participating in the development and monitoring of budgets. Positions in this class exercise considerable discretion and independence in coordinating assigned activities and programs. The incumbent in this full Supervisory level position is distinguished from the Senior Wastewater Operator in that the Supervisor has the daily responsibility for the systems operation whereas the Senior is responsible for an assigned shift or activity.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinates the organization, staffing, and operational activities for the City's Water Reclamation Facility and collection activities including the daily water reclamation operations, maintenance and repair activities.
2. Participates in the development and implementation of goals, objectives, projects, policies, and priorities; recommends and implements resulting projects, policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned services and activities; assigns work tasks, activities, and projects to staff; monitors workflow and work activities; reviews and evaluates work products, methods, and procedures; regularly meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

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6. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, projects, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
7. Oversees and evaluates plant operations to ensure compliance with federal, state and local requirements and to maintain processes at an optimal and cost-effective level; directs programs, projects and operational changes to meet these requirements.
8. Prepares and submits regular operations and maintenance reports and required regulatory reports to county, state, and federal environmental agencies.
9. Supervises maintenance and repair of wastewater equipment and pump station; diagnoses and solves operational problems as necessary; responds to all plant emergencies.
10. Supervises laboratory testing of wastewater, analyzes results, and takes action to correct problems.
11. Recommends plant alterations and assists in planning and implementation of new wastewater systems.
12. Develops and implements capital outlay, capital improvements, and monitoring of projects.
13. Maintains and updates wastewater hazardous materials handling procedures.
14. Oversees and participates in special projects including studying and making recommendations on development of technical proposals, basic site inspections, wastewater systems, and hazardous material management.
15. Provides staff assistance to the City Engineer; participates on committees as necessary; prepares and presents staff reports and other correspondence as appropriate and necessary.
16. Coordinates assigned activities with those of other divisions and outside agencies and organizations.
17. Attends and participates in professional group meetings and trainings; maintains awareness of new trends and developments in the field of wastewater treatment; incorporates new developments as appropriate into programs.
18. Responds to and resolves citizen and other agency inquiries and complaints.
19. Provides twenty-four-hour standby duty as assigned; provides backup and emergency support to on-call staff.
20. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge and Strong Technical Understanding of:**

1. Advanced wastewater treatment principles, methods, tools and equipment, safety procedures, wastewater sampling and control test procedures, chemicals, and regulatory requirements.

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2. Technical operations, equipment, services, and activities of a wastewater treatment program.
3. Policies and procedures pertaining to wastewater treatment operations.
4. Principles of municipal budget preparation and control.
5. Principles of supervision, training, and performance evaluation.
6. California Regional Water Quality Control Board and State Water Resources Control Board rules and regulations.
7. Chemical and biological tests used in monitoring Water Reclamation Facility processes.
8. Troubleshooting and exercising innovative techniques in response to mechanical problems.
9. Operations of a variety of equipment, vehicles, power and hand tools.
10. Adjusting controls and treatment processes at a Water Reclamation Facility and coordinating with Senior Operations staff for those adjustments.
11. Principles and procedures of detailed record keeping.
12. Principles of clear and concise business letter writing skills and report preparation.
13. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
14. Firm understanding of pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

1. Coordinate and direct wastewater treatment activities and operations.
2. Supervise, direct, and coordinate the work of lower-level staff and operators.
3. Select, supervise, train, encourage, and evaluate staff.
4. Recommend and implement goals, objectives, policies, and procedures for providing wastewater treatment activities and operations.
5. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
6. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations including, but not limited to, Title 16, 22, 23, 27 of the California Code of Regulations and Public Contract Code.
7. Participate in the preparation and administration of assigned budgets.
8. Plan and organize work to meet changing priorities and deadlines.
9. Effectively represent the City to outside individuals and agencies to accomplish the goals

and objectives of the unit.

10. Work cooperatively with other departments, City officials, and outside agencies.
11. Respond tactfully, calmly, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in areas of responsibility.
12. Perform technical procedures in plant operations.
13. Inspect plant operations and detect problems.
14. Maintain and repair plant facilities and equipment.
15. Perform laboratory tests and interpret results for use in adjusting plant treatment processes.
16. Interpret and explain City policies and procedures.
17. Prepare clear and concise reports.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain positive and effective working relationships with those contacted in the course of work.

#### **EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that would likely 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 specialized training in Water Reclamation Facility operations and/or maintenance. Some college or related coursework is preferred.

##### **Experience:**

Four years of responsible experience relative to the operation and maintenance of a wastewater treatment facility including one year of administrative and/or lead supervisory experience.

##### **License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate California driver's license.

Possession of a California Water Reclamation Facility Operator Grade IV certificate issued by the State Water Resource Control Board or higher.

#### **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:** Water Reclamation Facility 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; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

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**Physical:** Primary functions require sufficient physical and cognitive ability and mobility to work in a Water Reclamation Facility 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 concise direction and information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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