

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE: WASTEWATER TREATMENT PLANT SUPERVISOR
DEPARTMENT: PUBLIC WORKS – WASTEWATER DIVISION
REPORTS TO: PUBLIC WORKS DIRECTOR

JOB SUMMARY:

Under direction of the Public Works Director, the Wastewater Treatment Plant Supervisor oversees the daily operation of the District's wastewater treatment plant, its periphery collection system, and lift station. Functions as first line supervisor in daily operations where the employee possesses knowledge, abilities and professional insight in performing and directing others in the operation, maintenance, upkeep and repair methods of an activated sludge treatment plant with tertiary sand filters.

DISTINGUISHING CHARACTERISTICS:

Functions as first line supervisor of Wastewater Treatment Plant Operators I - V, Maintenance Workers I – II and other professional staff and volunteers. Minimum possession of a current and valid Grade IV or V Wastewater Treatment Plant Operator certificate issued by the State of California.

SUPERVISION RECEIVED/EXERCISED:

Wastewater Treatment Plant Supervisor receives direction from the Public Works Director and exercises direct and indirect supervision of Wastewater Treatment Plant Operators I – V, Maintenance Workers I – II and other professional staff and volunteers

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for the various classifications. 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 agency needs and changing business practices.

The Wastewater Treatment Plant Supervisor is required to perform all of the Essential Functions and to possess the Knowledge & Abilities of Wastewater Treatment Plant Operator I – V, as described in the Wastewater Treatment Plant Operator I – V class specification. In addition, the Wastewater Treatment Plant Supervisor shall:

JOB TITLE: WASTEWATER TREATMENT PLANT SUPERVISOR

- Assign, supervise, lead, train and motivate employees in the operation and maintenance of a wastewater treatment plant, its periphery collection system, and lift station
- Employ a systematic problem-solving process to arrive at logical decisions based upon the information available, make proper assignment of personnel and utilize resources effectively
- Confer with other supervisors to coordinate activities of individual divisions
- Ensure operation is compliant with all applicable laws, rules and regulations
- Collect and analyze various treated and untreated wastewater samples and document all results. Ability to interpret laboratory test data to adjust and troubleshoot plant performance, chemical dosing rates, detention time, and overall treatment efficiency; collect and properly document regulatory samples for outside laboratory analysis. All testing and analysis shall be performed in accordance with prescribed local, state and federal testing regulation
- Keep records; prepare reports, studies and correspondence; present written or oral recommendations
- Assist in personnel matters in an efficient, complete, and objective manner; analyze all available evidence and facts to develop logical conclusions; make appropriate recommendations
- Review timesheets to ensure submittals are complete, accurate and on time
- Coordinate formal and informal training programs; keep accurate records to ensure that personnel remain in compliance with regulatory and mandated local, state and federal training and certifications
- Meet and work with citizens, community groups, employees and other agencies to identify problems and develop lasting solutions through appropriate practices and programs
- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Maintain physical ability and agility to ascend and descend twenty (20) feet of vertical ladder structure in and out of a confined space. Ability to wear a full body safety harness while performing assigned tasks within said confined spaces
- Assist with procurement and requisition approval, including cost estimation
- Coordinate and monitor the work of contractors and outside service providers
- Ensure infrastructure security in accordance with federal, state and local codes and regulations
- Assist in budget development and monitoring
- Assist in the development and implementation in Division, Department and District goals, policies and objectives
- Perform a variety of duties during periods of inclement weather such as snow removal, de-icing, clearing rockslides, storm and flood clean-up, including operation of a snowplow
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING

Minimum qualification for this classification include:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam.

License or Certificate:

Possession of Grade IV or V Wastewater Treatment Plant Operator certificate issued by the State of California.

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

JOB TITLE: WASTEWATER TREATMENT PLANT SUPERVISOR

Experience:

Qualifying experience commensurate with Grade IV or Grade V certificate as required by the State of California. Three (3) years of supervisory experience in wastewater operation is preferred.

KNOWLEDGE & ABILITIES:

The Wastewater Treatment Plant Supervisor is required to perform all of the Essential Functions and possess the Knowledge & Abilities of Wastewater Treatment Plant Operator I – V, as described in the Wastewater Treatment Plant Operator I – V class specification.

KNOWLEDGE & ABILITIES

Knowledge of:

- Local, state, and federal laws, rules and regulations
- Principles and practices of wastewater collection systems and treatment plant operations including operation, maintenance and repair of an activated sludge treatment plant with tertiary sand filters
- Principles, methods, and techniques of supervision, training, motivation, and performance evaluation
- Operating principles of plant equipment such as valves, pumps and motors
- Methods and techniques of maintaining, repairing and troubleshooting wastewater collection systems and plant equipment and processes
- Standard principles of the sciences including chemistry and biology
- Basic mathematical principles
- Laboratory analysis techniques and health standards for wastewater
- Operational and safety regulations pertaining to wastewater collection systems and treatment plant operations and vehicle and equipment usage
- Wastewater treatment chemicals used within the plant and their safe use and application
- Use and care of personal protective equipment
- Sampling methods and techniques
- Occupational hazards and standard safety practices and procedures
- First aid principles, practices and techniques
- Proper English usage, spelling and grammar
- Office procedures, methods, and equipment including computers and applicable software applications
- Pertinent federal, state and local laws and regulations as they relate to operation and maintenance of a wastewater treatment facility and collection system

Ability to:

- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Supervise, plan, organize, train, evaluate, and review the work of subordinate staff
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Analyze a situation or problem and determine a timely and appropriate course of action
- Operate and monitor wastewater collection systems and treatment plant equipment

JOB TITLE: WASTEWATER TREATMENT PLANT SUPERVISOR

- Read, interpret and calibrate gauges and other recording devices related to wastewater collection systems and treatment plant operations
- Collect and record liquid and solid samples and perform routine laboratory tests
- Diagnose operating problems and take effective courses of action
- Make independent technical decisions to maintain proper treatment process
- Maintain pertinent records and compile data into written reports
- Perform routine to difficult maintenance, repairs and installations to plant equipment such as pumps, valves, and electronic monitoring devices
- Read, interpret and understand engineering and technical manuals, drawings, blueprints, schematics, diagrams and Material Safety Data Sheets (MSDS)
- Ability to identify and mark system infrastructure including sewer laterals
- Perform heavy manual labor
- Schedule maintenance and repairs of equipment, grounds, buildings and other system apparatus used in the collection and treatment of wastewater treatment facility
- Wear and operate self-contained breathing apparatus equipment
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision, balancing, climbing, ascending and descending ladders, driving, heavy physical labor, kneeling, crouching, lifting, pushing and/or pulling of objects weighing 60 pounds or more, making repetitive hand or body motions, running, sitting, speaking, standing, stooping, bending, using hands and fingers, using hand or power tools, walking, working in cramped and confined spaces, working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to human waste and bio-solids, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift

JOB TITLE: WASTEWATER TREATMENT PLANT SUPERVISOR

work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration, and driving on a daily basis; frequent exposure to high work places; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

FLSA

This is an FLSA Non-Exempt position.