

## WASTEWATER OPERATIONS SUPERINTENDENT

### JOB SUMMARY:

Under general direction, plans, organizes, schedules, directs and coordinates the operation and maintenance of the District's water reclamation treatment plants, collections system, wastewater lift stations, District laboratory and recycled water use to ensure compliance with applicable regulations and standards; and performs other duties as assigned.

### EXAMPLES OF DUTIES

*(Duties include but are not limited to the following):*

- Plans, prioritizes, assigns, schedules, supervises and participates in the work of water reclamation plants, collections system, lift stations, laboratory and recycled water programs.
- Supervises, plans, assigns and directs the work of subordinate employees.
- Oversees department; interprets and evaluates operational data and implements changes to comply with established standards; ensures legal requirements are met.
- Investigates and resolves customer service requests and prepares reports on actions taken or recommended.
- Maintains an effective rapport with the Regional Water Quality Control Board; ensures the timely preparation and submittal of required reports and verbal communications to meet all compliance requirements.
- Notifies supervisor and/or maintenance personnel of apparent unusual conditions.
- Prepares departmental budget based on anticipated needs of department; monitors and controls departmental expenditures to assure conformance with approved budget allocation.
- Ensures compliance with state, federal and county health, safety and environmental regulations governing reclaimed water.
- Keeps abreast of new technologies and safety measures used in wastewater collection, treatment and laboratory procedures.
- Manages the development, implementation and maintenance of the wastewater department information systems for data collection, reporting and communication; maintains proper collections, treatment and laboratory records and supervises the recordkeeping of subordinates.
- Attends Board meetings when necessary to present reports and render professional advice.
- Prepares agenda memos and staff reports to the General Manager and the Board of Directors.
- Meets with vendors and consultants regarding special maintenance projects.
- Obtains and maintains contracts to support the operations and maintenance of all wastewater and laboratory facilities.
- Inspects work to ensure quality; corrects work in progress and upon completion.

- Selects, trains, and evaluates department personnel; provides or coordinates staff training; advises subordinates of performance standards; observes and documents performance; prepares performance evaluations; works with employees to correct deficiencies; and implements discipline and termination procedures in accordance with District policies.
- Enforces all safety regulations, ensuring safe work methods are followed and appropriate safety precautions and equipment are utilized; conducts safety meetings with subordinates.
- Reviews and approves maintenance requests, requisitions; reviews a variety of records, reports, schedules and logs.
- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS:**

Knowledge of:

- District policies and procedures.
- Laws and regulations regulating wastewater treatment, collections system and laboratory operations.
- Principles of supervision, operation and scheduling of departmental personnel.
- English usage, spelling, grammar and punctuation at an advanced level.
- Report writing and presentation skills.
- Accurate record keeping methods, using computer-based information systems, log books and filing, as appropriate.
- Applicable safety precautions and procedures.

Ability to:

- Recognize unusual or dangerous operating conditions and take rapid appropriate action.
- Analyze plant data from laboratory analysis and instrumentation output, recognize trends and anomalies, and take appropriate action.
- Read, understand and interpret moderately difficult technical materials.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Plan and schedule work assignments, set priorities for training, evaluating, selecting and recommending recognition and/or discipline of subordinates.
- Formulate and administer a department budget and allocate limited resources in a cost-effective manner.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Communicate in English clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with department personnel, other departments, outside agencies and the public.
- Keep accurate records and prepare concise and meaningful reports.
- Prepare and present oral and written reports regarding collection, treatment and laboratory status.
- Be available outside of normal business hours.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A minimum of five years of increasingly responsible experience in the operation and maintenance of water reclamation facilities and at least three years of supervisory experience is required.

Education: Formal or informal education or training at a level which ensures the ability to read, write and perform mathematical computations and write reports at a level necessary for

successful job performance; supplemented by college course work in wastewater treatment or a related field. Supplemental training or coursework in the principles of supervision is required.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier; 2) Possession of a California State Water Resources Control Board Wastewater Treatment Plant Operator Certification, Grade IV, is required, a Grade V, is desirable; 3) Possession of a CWEA Collection System Maintenance Certification, Grade IV, is desirable; 4) Possession of a CWEA Laboratory Analyst Certificate is desirable.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; operate hand and power tools requiring strength and coordination; use hands and fingers repetitively to manipulate small objects and print or write legibly; regularly lift over 25 pounds and frequently, over 50 pounds, with assistance; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone; awareness of electrical hazards; be exposed to harsh substances; be exposed to foul odors within acceptable ranges/levels; work in confined spaces; wear protective apparel including, but not limited to, goggles, face protectors, aprons, fall protection, shoes and a respirator, as required by OSHA standards.

**OTHER REQUIREMENTS:**

May be required to work evenings, weekends and holidays.

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