

WASTEWATER TREATMENT SUPERVISOR

JOB SUMMARY

Under general direction, plans, directs, and supervises the maintenance of the wastewater treatment plants and recycled water distribution system; pumping stations, effluent disposal, and sludge handling facilities; and performs other related duties as assigned.

EXAMPLES OF DUTIES

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

- Plans, prioritizes, assigns, schedules and supervises the work of wastewater treatment operators; participates in the operation of the plant.
- Inspects work to ensure quality; corrects work in progress and upon completion.
- Schedules and supervises wastewater treatment plant maintenance program.
- Prepares routine and special reports relative to plant operations and production, as required by management or regulatory agencies.
- Investigates and resolves customer service requests and prepares reports on actions taken or recommended.
- Notifies management or maintenance personnel of apparent unusual conditions.
- Supervises laboratory procedures, testing and sampling programs.
- Assists in preparing and monitoring the annual line-item expenditure budget for the wastewater treatment division.
- 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 and treatment.
- Maintains proper treatment plant records and supervises the recordkeeping of subordinates.
- Meets with vendors and consultants regarding special maintenance projects.
- Enforces all safety regulations, ensuring safe work methods are followed and appropriate safety precautions and equipment are utilized; conducts safety meetings with subordinates.
- Observes and documents performance and prepares periodic and special evaluations of performance.
- Prepares supporting documentation and recommends employee recognition and discipline.
- Counsels employees on matters related to performance and employment status.
- Makes critical decisions under urgent conditions.
- Obtains and maintains contracts to support the operation and maintenance of the treatment plant.

- Assists department manager in developing and writing Board Agendas and informational reports related to the treatment plant.
- Critically reviews and analyzes plant data and work output of the section based on reports from information systems.
- Provides recommendations for the acquisition or development of recordkeeping and reporting systems based on industry practices, tailored to meet District needs.
- Ensures data management programs are reliably maintained and data input is performed accurately and timely.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles of operational processes involved in the treatment of wastewater and the drying and disposal of sludge.
- Methods, materials, equipment and tools used in mechanical and electrical installation, maintenance and repair work.
- Principles of operation of mechanical and electrical systems, devices and equipment utilized in the operation of a water reclamation facility.
- Appropriate safety precautions and procedures.
- Principles of supervision, operation and scheduling of plant personnel.
- Accurate record keeping methods, using computer-based information systems, log books and filing, as appropriate.

Ability to:

- Plan, direct, schedule and review the work of subordinates.
- 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.
- Diagnose equipment malfunctions and direct necessary repairs.
- Read and interpret blueprints, diagrams, specifications and technical information.
- Operate a vehicle observing legal and defensive driving practices.
- Operate heavy equipment, including but not limited to: front-end loaders, skiploaders and backhoes.
- Understand and carry out oral and written instructions.
- 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 treatment plant status.
- Be available for overtime, standby and after-hour emergencies.

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 experience in the operation and maintenance of a tertiary wastewater treatment plant; supervisory experience is desirable.

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 Operator's Certificate, Grade III, is required. 3) Possession of a California Water Pollution Control Association Laboratory Technical Certificate is desirable.

Certification at the required level must be maintained.

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 50 pounds and frequently, over 100 pounds, with assistance; reach with hands and arms; 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, shoes and a respirator as required by OSHA standards.

OTHER REQUIREMENTS:

May be required to work evenings and weekends and assume stand-by duty if necessary.

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