

OPERATIONS SUPERVISOR
Salary Grade 244

DEFINITION

Under general direction, plans, organizes directs and supervises as well as personally performs full-range skilled-level work in support of District activities related to the operation and maintenance of equipment, facilities and related appurtenances as found in continuously-operating wastewater treatment plants, pump stations and related facilities, as well as water reclamation distribution systems and related facilities; ensures that all federal, state and local regulatory requirements are met; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the Director of Operations Services. Incumbents in this class provide direct supervision to plant operations and support staff, and coordinates with the Plant Maintenance staff and the Laboratory staff in matters related to regulatory concern. Coordinates with Reclamation staff regarding recycle water production and biosolids application.

CLASS CHARACTERISTICS

This class oversees day-to-day operations and participates in all activities required to ensure that District wastewater treatment and pumping facilities are operated and maintained in a safe and effective working condition. Responsibilities include performing work in plant operations. The work involves program development and implementation, assistance in contract oversight and ensuring that the District meets all regulatory agency requirements. The incumbent is responsible for professional development, motivation and cohesiveness of staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and implements goals, objectives, policies, procedures and work standards for programs related to the operations and maintenance of the District's wastewater treatment plant, water reclamation distribution system and related facilities.
- Provides for the selection, training, professional development of department staff.
- Assists in the preparation of the department's budget and capital improvement estimates.
- Plans, prioritizes, assigns, supervises and reviews operations activities and the work of crews operating, maintaining and repairing plant and related facilities and equipment which may require working with the Director of Operations Services, Plant Maintenance Supervisor and Laboratory staff.
- Trains staff in work procedures; evaluates work performance of assigned staff; recommends disciplinary action as required.

- Personally inspects, cleans or repairs or directs the inspection, cleaning, or repair of wastewater treatment facilities on a regular basis.
- Troubleshoots problems in the wastewater treatment plant, including mechanical and electrical equipment; estimates materials and supplies required and performs skilled repair work.
- Mitigates spills and other damage; reports such incidents to the proper regulatory agency if required by law.
- Researches and recommends equipment purchases; orders materials and supplies required for maintenance and repair activities.
- Prepares updates and submits reports in a timely manner to the Director of Operations Services.
- Oversees and/or maintains accurate records and files related to the operations, maintenance and repair of the wastewater treatment facilities.
- May perform the full range of Operator duties, such as wastewater treatment plant operations and maintenance.
- Provides direct supervision to Plant Operations staff.
- Acts as the Chief Plant Operator in the absence of the Director of Operations Services.. Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

- Supervisory principles and practices, including training, motivating, and evaluating work of staff; work planning, assignment and review.
- The operation, repair, cleaning and preventive maintenance of activated sludge wastewater treatment and disposal facilities and equipment.
- The operation, repair and preventive maintenance of piping systems, including pipes, valves, pumps, motors and related appurtenances.
- Tools and equipment required for the work.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals
- Basic mechanical, electrical and hydraulic principles.
- Basic principles and practices of public agency contract oversight.
- Basic operational, repair and maintenance practices of electrical motors, pumps and circuitry.
- Basic chemical and physical tests of wastewater, sludge and related materials.
- Computer applications related to the work, including SCADA systems.
- Techniques for providing a high level of customer service to the public and District staff.
- Techniques for conflict resolution to diffuse difficult situations involving irate and/or abusive customers, contractors, the general public and to solve other conflicts with third parties.
- Recognizing and correcting unusual, inefficient or dangerous operating conditions.
- Reading a variety of gauges, and meters, recording data accurately and making appropriate process adjustments.
- Conducting standard chemical and physical tests of wastewater, sludge and related materials.

- Ensuring that safety procedures are followed by staff.
- Interpreting, understanding, explaining and administering laws, codes, regulations, policies and procedures.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Meeting critical deadlines regarding plant activities and record and report generation and submission requirements.
- Making accurate mathematical calculations.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Using English effectively both verbally and in written form. Understanding and following oral and written instructions.
- Attending work and performing duties on a regular and consistent basis.
- Listen to staff feedback.

Education and Experience: Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate of Science degree in basic sciences, wastewater or related field and five years of experience in operating and performing routine maintenance to facilities and/or equipment in a wastewater treatment plant, pumping stations and related facilities and equipment. Some lead or supervisory experience or additional supplemental education in supervisory or business coursework is desirable.

Licenses and Certifications:

Must possess a valid California class C driver's license and maintain a satisfactory driving record. Must possess California Grade V Wastewater Treatment Plant Operator certificate or the ability to obtain a California Grade V Wastewater Treatment Plant Operator certificate within one year of employment.

Physical Demands:

Must possess mobility to work in a standard wastewater treatment plant and laboratory setting, and use specialized test equipment, hand and power tools and instrumentation; stamina to work in confined spaces, around machines, and to climb and descend ladders; strength to lift and carry materials and equipment weighing up to 50 pounds; vision to read printed materials, charts and gauges and a computer screen; smell to identify odors; and hearing and speech to communicate in person, over the telephone or a two-way radio.

Other Requirements:

Must be available for regular and emergency standby and weekend assignments and to be called-back and work emergency overtime as required. May be exposed to inclement weather conditions, fumes, odors, dust and potentially toxic chemicals and conditions.