



FINAL DRAFT

**OPERATIONS SUPERVISOR
Salary Grade 244**

DEFINITION

Under general direction, plans, directs, supervises, and participates in the daily operations and 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 treatment systems, pump stations, and related facilities; ensures that all federal, state, and local regulatory requirements are met; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Services Director. Exercises direct supervision over plant technical operational staff.

CLASS CHARACTERISTICS

This is the full supervisory level classification in the wastewater operations functional area that exercises independent judgment on diverse operational matters, and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent 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. The incumbent serves in the capacity of working supervisor by performing the most complex plant operational duties within the work unit, and ensuring that the District meets all regulatory agency requirements. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Operations Services Director in that the latter is a senior management class with responsibility for the oversight of all plant and facilities operations and maintenance through multiple subordinate levels of supervision.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff responsible for the operation of wastewater treatment plant equipment, facilities, and related appurtenances; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Assists in developing 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.
- Assists in the preparation of the department's budget for operations services.

- Serves in the capacity of working supervisor by performing the most complex plant operational duties within the work unit.
- Coordinates recycled water production and biosolids application activities with plant maintenance and laboratory staff.
- 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 procures as needed.
- Ensures compliance with discharge permits, federal and state laws, rules and regulations, and local codes and standards; mitigates spills and other damage; reports such incidents to the proper regulatory agency as 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 management.
- 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 wastewater treatment plant operator duties,
- Acts as the Chief Plant Operator in the absence of the Operations Services Director.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques related to the operation, repair, cleaning, and preventive maintenance of activated sludge wastewater treatment and disposal facilities and equipment.
- Methods and techniques related to the operation, repair, and preventive maintenance of piping systems, including pipes, valves, pumps, motors, and related appurtenances.
- Operational characteristics of tools and equipment required for the work.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals and confined space entry.
- Methods and techniques of managing and programming Supervisory Control and Data Acquisition (SCADA) systems.
- Basic mechanical, electrical, and hydraulic principles.
- Principles and practices of public agency contract oversight.
- Operational, repair, and maintenance practices of electrical motors, pumps, and circuitry.
- Basic chemical and physical tests of wastewater, sludge, and related materials.
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Select and supervise staff; provide training and development opportunities; ensure work is performed effectively and evaluate performance in an objective manner.
- Effectively provide staff leadership and work direction.
- Perform the most complex plant operational duties within the work unit.
- Recognize and correct unusual, inefficient, or dangerous operating conditions.

- Read a variety of gauges and meters, record data accurately, and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Ensure that safety procedures are followed by staff.
- Interpret, understand, explain, and administer laws, codes, regulations, policies, and procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Meet critical deadlines regarding plant activities including record and report generation and submission requirements.
- Make accurate mathematical calculations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

Education

Equivalent to an associate degree in basic science, wastewater management, technology, and treatment, or a related field.

Experience

Five (5) years of progressively responsible experience in the operation and maintenance of wastewater treatment plants and equipment.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.
- Must possess a California State Water Resources Control Board (SWRCB) Grade V Wastewater Treatment Plant Operator certificate or obtain a California SWRCB Grade V Wastewater Treatment Plant Operator certificate within one (1) year of appointment to the classification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard wastewater treatment plant and laboratory setting; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to use specialized test equipment, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials, charts and gauges and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a wastewater treatment plant and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for regular and emergency standby and weekend assignments and to be called-back and work emergency overtime as required.