

## **WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR**

### **DEFINITION**

Plans, supervises, reviews and participates in wastewater treatment plant and disposal operations and maintenance activities; acts for the Wastewater Treatment Plant Manager on a relief or as assigned basis; performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

The Wastewater Treatment Plant Operations Supervisor receives general supervision from the Wastewater Treatment Plant Manager, although the incumbent has some independence of action to meet changing operational conditions. Direct supervision is provided to various levels of Wastewater Treatment Plant Operators, the Wastewater Treatment Plant Maintenance Mechanic, and the Wastewater Treatment Plant Chemist.

### **CLASS CHARACTERISTICS**

This is the working-supervisory level in the wastewater treatment plant operations series, providing work oversight, supervision and review to staff in addition to performing work in all operational and maintenance areas, depending upon the immediate needs of the City. Successful performance of the work requires a high degree of technical and regulatory knowledge to ensure that all plant operations and laboratory activities are in compliance with NPDES requirements. This class is distinguished from Wastewater Treatment Plant Manager in that the latter has mid-management responsibility for all facility operations, laboratory activities and equipment maintenance and repair.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Plans, organizes, assigns, supervises and reviews the work of staff to ensure that work is completed in a safe and appropriate manner and within regulatory requirements.
- Trains staff in work procedures and methods; evaluates the work of staff, provides input into work selection and disciplinary procedures.
- Inspects the plant and reviews laboratory testing results to determine operational status; authorizes changes in process activities to meet regulatory requirements and ensure the most effective and efficient process activities.
- Assists in performing long- and short-range planning of plant collection and disposal facility and operational modifications.
- Directs the maintenance and inventory of materials, chemicals, supplies and equipment required for the effective operation of the wastewater treatment plant.
- Oversees laboratory testing activities; prepares or directs the preparation of regulatory reports and ensures their timely submission to the Wastewater Treatment Plant Manager.
- Contacts vendors and service contractors regarding prices, delivery and services for materials, chemicals, supplies and equipment; negotiates and administers contracts for contractors and suppliers.
- Inspects the plant for safety violations; ensures that safety procedures are followed and the safety equipment is worn; makes periodic safety presentations to plant staff.

- Troubleshoots operational and maintenance problems; corrects, directs the correction and repair of operational and/or equipment problems.
- Operates and directs preventive maintenance on a variety of treatment plant equipment, such as pumps, motors, analyzers, filters, chemical feed systems, digesters, bar screens and blowers.
- Operates valves, pumps and automated controls to regulate the flow of wastewater through the plant.
- Collects wastewater, sludge and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Uses a variety of hand and power tools and testing equipment.
- Reads and interprets plans, specifications, blueprints and schematics.
- Responds to emergency situations during off-hours as required; maintains employee standby availability on a scheduled basis.
- Directs the maintenance of treatment plant, shop areas and other facilities and equipment in a clean and orderly condition.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic supervisory principles and practices, including work planning, assignment, review and evaluation.
- Techniques for training staff in work procedures.
- The operation and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge and related materials.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable laws, codes and regulations.
- Computer applications related to the work.

### **Skill in:**

- Planning, assigning, supervising, reviewing and evaluating the work of treatment plant operations maintenance staff.
- Training staff in work and safety procedures.
- Operating, maintaining and repairing a variety of wastewater treatment and disposal facilities and equipment.
- Recognizing and correcting or reporting unusual, inefficient or dangerous operating conditions.
- Reading a variety of gauges, charts and meters, recording data accurately and making appropriate process adjustments.
- Conducting standard chemical and physical tests of wastewater, sludge and related materials.

- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs and basic written records of work performed.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from high school, successful completion of training required by the California State Water Resources Control Board and four years of experience in operating and performing routine maintenance to facilities and equipment in a secondary wastewater treatment plant.

**Licenses and Certificates:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must obtain a class B driver's license prior to completion of the probationary period. Must possess a Grade III Treatment Plant Operator certificate issued by the California State Water Resources Control Board.

**Working Conditions:**

Works inside and outside. . Must be available for regular standby assignments and work off-hours shifts and emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to potentially hazardous chemicals and conditions.

**Physical Demands:**

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