



Water Recycling Plant Operations Supervisor

Summary

Plan, coordinate, and supervise the operation and maintenance of the water recycling plant and pumping facilities which include wastewater pump stations, preliminary treatment (screens, grit), secondary treatment, pond treatment, wetlands treatment, chlorination/dechlorination, tertiary treatment, uv disinfection, sludge thickening, anaerobic digestion, sludge dewatering, biosolids management, and water balance management including secondary and tertiary pumping stations; supervise and oversee plant activities to ensure that recycled, treated and/or discharged wastewater complies with regulatory requirements.

Class Characteristics

General direction is provided by the Engineering Manager. The incumbent is the designated chief plant operator as defined under the State Water Resources Control Board (SWRCB) Operator Plant Certification regulations and provides advanced technical expertise regarding plant operations. Responsibilities include direct supervision of supervisory, professional, technical, journey-level operators, and administrative services staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills and demands.

Duties:

Plan, coordinate, and supervise the operation and maintenance of the water recycling plant and related facilities.

Consult with laboratory and industrial waste personnel to modify plant operations as required.

Plan, coordinate and oversee the work of staff engaged in wastewater treatment and recycling operations and maintenance; review and validate plant operational data, including laboratory tests, to verify process effectiveness and efficiency; review sampling stations and techniques to assure proper results.

Ensure that any operational changes are communicated, as well as documented in Standard Operating Procedures.

Ensure plant compliance with federal, state and other regulations; work with regulatory agencies to facilitate inspections, address deficiencies and/or improve processes; assist in preparing responses to citizen complaints and concerns.

Assist in public information and educational programs, including facility tours.

Ensure adequate plant staffing; provide direct supervision of supervisory, professional, technical, journey-level operators, and administrative services staff; assign, train and evaluate the performance of subordinate personnel; take appropriate action; verify and monitor staff proficiency and required certifications.

Participate in planning and reviewing plant design, upgrade and expansion project.

Coordinate the operation, preventive maintenance, and repair of the plant control system.

Coordinate the modification of software, computer, microprocessors and field instrumentation for more efficient, reliable, and economical plant operation.

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Develop safety procedures and be responsible for their implementation.

Oversee the use of plant equipment, facilities, technology and supplies; ensure that equipment is functioning properly and that timely maintenance and repairs are performed; ensure the appropriate use of information technology and related tools to support plant operations; monitor and ensure the proper use of chemicals, materials and personal safety equipment; coordinate preventive maintenance; develop accident prevention, emergency and disaster plans; review OSHA and other regulatory safety requirements and adjust safety plans as necessary.

Prepare a variety of reports, forms, correspondence and related documentation regarding assigned operations; ensure that all mandated forms and reports are properly completed and filed in a timely manner.

Prepare and administer division budget; approve and monitor expenditures to ensure budgetary compliance; prepare specifications and make recommendations for purchasing new or replacement equipment.

Confer with City management, administrative and other personnel to coordinate assigned activities; make presentations to City officials, management, employees, contractors, regulators, advisory bodies, and/or the community as assigned.

Track electric and gas utility demand and optimize usage.

Substitute for other division personnel as required.

Perform related duties as assigned.

Skills/Abilities:

Plan, coordinate, and supervise the work of staff assigned to water recycling plant operations and maintenance.

Ensure water recycling plant compliance with departmental policies and regulatory requirements.

Review, evaluate and interpret the results of laboratory analyses and studies.

Analyze the economic and technical feasibility of various operational alternatives in meeting the objectives of the plant.

Interpret an extensive variety of technical instructions in text, mathematical or diagram form.

Prepare a variety of technical and administrative reports and documents.

Effectively present information in a clear and concise manner to senior management, public groups, City Council and/or others.

Define problems, collect data, establish facts and draw valid conclusions.

Utilize standard business computer hardware and software to maximize productivity and efficiency.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and will frequently be required to enter data into a terminal, personal computer or keyboard device and operate office equipment requiring repetitive arm/hand movement. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl, taste or smell. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Other work conditions include exposure to unpleasant odors, mechanical parts, fumes, airborne particles, wet environments and moderate noise levels. There is some risk of exposure to

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hazardous fumes and substances. Employees must operate an automobile to attend various meetings and workshops.

Qualifications

Knowledge of:

Operations, services and activities of a water recycling plant.

Principles and practices of water recycling and wastewater treatment.

Materials, methods, tools and equipment used in the operation and maintenance of water recycling facilities.

Principles, objectives and tests used in a water and wastewater testing laboratory.

Principles and practices of water recycling plant safety and security.

Methods and techniques of developing and implementing an Emergency Response Program, Spill Prevention Control and Countermeasure Plan, Chemical storage plans, Hazardous Material Business Plan, and others as required to meet all safety regulations a preventive maintenance program.

Methods and techniques of monitoring and regulating chemical processes pertaining to wastewater treatment.

Operational characteristics of materials and equipment used in water recycling systems including Supervisory Control and Data Acquisition (SCADA) systems, treatment tanks, pumps, motors, chemical feeds, and related materials.

Rules and regulations governing water recycling operations, including certification requirements and environmental regulatory mandates.

Occupational health and safety standard practices pertaining to water recycling facilities.

Principles and practices of personnel management including supervision, training, goal setting, performance evaluation, employee development, and succession planning.

Principles and practices of budget administration.

Principles and practices of electrical usage as it relates to water recycling including local utility rate structure.

Federal, state and local laws pertaining to wastewater treatment and water recycling.

Standard business computer applications including Microsoft Office, Computerized Maintenance Management Systems, Regulatory Reporting Systems, Wonderware, and other programs used in the routine business of a water recycling facility.

Process control calculations and tracking for optimization of plant processes, laboratory analyses of water and wastewater, and instrumentation and computer applications common to water recycling facilities.

Special Physical Requirement:

May be required to enter confined space and /or respond in an emergency. Must be able to wear Self Contained Breathing Apparatus (SCBA) and perform confined space entry and emergency response duties in protective clothing and equipment including SCBA weighing 32 pounds.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to an Associate of Arts Degree from an accredited college with major coursework in water resources, engineering, environmental studies, chemistry, biology, or a related field.

Experience:

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Five years of increasingly responsible experience in the operation and maintenance of a water recycling plant, including at least two years of program administrative and supervisory experience.

Licenses/Certificates:

Possession of a valid Grade V Wastewater Treatment Plant Operator Certificate issued by the State of California Water Resources Control Board or ability to obtain within one year. Continued maintenance of a valid certificate is a condition of continuing employment.

Possession of a valid California Class C driver's license.

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