

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title Wastewater Plant Supervisor	Department : Wastewater Plant	
Reports to: Public Services Manager	FLSA Classification : Non-Exempt	
Career Ladder: Public Services Manager	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to plan, organize, schedule and supervise the City’s Wastewater Division’s wastewater treatment system, to include the operation, maintenance, and repair of the Wastewater Treatment Plant. Direct, assign, and supervise the work of personnel engaged in wastewater treatment and wastewater plant monitoring, testing, maintenance, and repair. Serve as technical advisor to the Public Services Manager concerning related matters.

CLASS CHARACTERISTICS:

The classification has sole responsibility for the operational integrity and functioning of the wastewater treatment facility and its maintenance and repair. This is the highest level classification of the Wastewater Plant Operator series. The class requires, in addition to the possession of journey-level skills in wastewater plant operations and maintenance, the ability to plan, organize and direct the work of others in the operation and maintenance of the City’s Wastewater Division. It is distinguished from the Wastewater Plant Operators by the responsibility for the day-to-day scheduling, training, and supervision of the wastewater treatment activities of the City.

ESSENTIAL RESPONSIBILITIES:

Plan, organize, schedule, assign, supervise and evaluate wastewater treatment, operations, testing, and maintenance and repair activities at the City’s Wastewater Treatment facility. Personally performs the treatment and operations work directed

Coordinate plant activities with those of other divisions, departments, outside agencies, and contractors, as necessary

Develop and direct the implementation of goals, objectives, and policies, procedures and work standards for the department. Advise the Public Services Manager, in a timely manner, on necessary actions, problems, requirements, and status of projects

Prepare staffing, material, and equipment requirements for equipment repair activities, as requested

Provide technical assistance to staff, inspect and evaluate work being performed, and identify problem areas and direct remedial actions to be taken

Participate in the selection of employees directly supervised. Provide direction training, and evaluation, and recommend reward, discipline, and dismissal of employees directly supervised. Resolve routine personnel matters. Assure that assigned employee are instructed in job safe practices associated with their typical work environments and in the handling of hazardous materials

Develop facility and equipment inspection and preventive maintenance schedules. Monitor and record meter readings and the results of tests on samples

Research new operational methods, techniques and equipment and recommend their application and/or acquisition. Keep abreast of regulations pertaining to wastewater issues. Implement mandated requirements

Take a variety of samples of wastewater and other materials at established times. Perform standardized tests on such samples at plant or takes them to an independent laboratory for further analysis

Direct and participate in the cleaning, maintenance, and repair of wastewater treatment facilities and equipment. Estimate the time, material, and labor required to complete assigned projects. Prepare work schedules

Observe and participate in treatment, operations, maintenance, and repair work and, through employees, ensure the activities are carried out in a safe manner. Conduct periodic safety meetings to assure that job safe practices and safety equipment related to the work are utilized

Work with community and business groups concerning issues related to wastewater plant operation and use of product. Handle public questions and concerns

Maintain an adequate inventory of tools, equipment, materials, forms and supplies necessary to wastewater treatment activities

Prepare periodic status reports for the department and State and a variety of other reports related to plant activities and employees. Review and maintain a wide variety of operational and mandatory logs, written records and reports, accident reports, and maintenance requests.

Respond to emergency situations as necessary

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Principles, practices, methods, and equipment used in wastewater treatment. Principles of systems operation and maintenance. Operation and maintenance of the tools and equipment use in the maintenance and repair of mechanical systems. Job safe practices and safety precautions related to the work and hazardous chemicals. Principles and practices of employee supervision, selection, training, evaluation, and discipline. Principles and methods of administration and work program evaluation.

Relevant codes and regulations. Shop mathematics. Correct use of oral and written English, and proper spelling, punctuation. Uses of personal computers.

Skilled in – Planning, organizing, assigning, directing, reviewing and evaluating the work of others. Selecting and motivating staff and providing for their training and development. Analyzing complex maintenance and administrative problems, evaluating alternatives, and recommending effective courses of action. Developing and implementing policies procedures, work standards, and internal controls. Reading and interpreting plans, specifications, blueprints, and schematics, as well as complex maintenance manuals and regulations. Preparing clear and concise reports and organizing and maintaining accurate records. Organizing and prioritizing assigned work. Communicating tactfully and effectively with the public and City employees. Using initiative and making sound and independent judgments within established parameters and guidelines. Responding effectively to oral as well as written instructions.

Ability to - Train personnel in the methods and materials used in the maintenance of wastewater treatment systems and equipment. Be critically observant and prepare clear and concise basic reports of those observations. Read and interpret piping and distribution diagrams. Perform the most difficult control tests and adjust plant equipment accordingly. Communicate clearly and concisely in oral and written English. Prepare clear and concise reports, correspondence, and other written materials. Follow oral and written instructions. Establish methods and precautions in storing and handling chlorine and other hazardous gasses, chemicals, and pesticides. Follow oral and written instructions. Maintain confidentiality. Establish and maintain cooperative working relationships with staff, the general public, and a variety of organizations. Use independent judgment and initiative in work situations. Operate a personal computer and related Window-based applications programs.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the City. Must possess, or be in the process of acquiring, and maintain a Grade II Wastewater Operator Certificate or qualification as required by the State of California Water Resources Control Board. Failure to maintain the certificate or qualification may lead to termination upon expiration of the certificate/qualification. Possession of a Grade IV certificate is desirable

Physical Abilities and Work Environment – The employee must be able to stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments with exposure to extreme temperatures. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, and work in confined places. Perform heavy labor. Drive an automobile. Exposure to a variety of gases, chemicals, and chemical compounds encountered and used in the course of work. Must possess the manual dexterity to use small hand tools and keyboard equipment, and be able to lift up to 100 lbs.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Five years of journey-level experience in the wastewater field involving treatment, testing, maintenance and repair at a level at least equivalent to the City’s Wastewater Plant Operator II

classifications. Training and experience in mechanical maintenance and repair. One year of supervisory experience preferred.

Education - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date