VALLEY CENTER MUNICIPAL WATER DISTRICT

WASTEWATER SYSTEMS SUPERVISOR

DEFINITION

Under general direction of the Director of Operations/Facilities, incumbent performs a variety of supervisory, administrative, technical, operational, and maintenance work related to the operation, repair, and improvement of the District's wastewater collection, treatment, reclamation, laboratory, and related facilities and equipment. Incumbent plans, organizes, coordinates, directs, supervises, and reviews the work of assigned employees engaged in wastewater collection, treatment, reclamation, laboratory procedures, Supervisory Control and Data Acquisition (SCADA) system, and other related collection and treatment facility operations and maintenance.

CLASS CHARACTERISTICS

This is a single-incumbent, supervisory classification responsible for planning, organizing, scheduling, coordinating, directing, evaluating and reviewing activities and staff involved in the operation, maintenance, repair, and improvement of wastewater collection, treatment, reclamation, and related facilities and systems. Incumbent performs diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. The position requires considerable independent judgment and initiative, particularly during emergency situations, when critical facilities and equipment must be quickly returned to service. Incumbent is responsible for coordinating activities across a broad geographic service area and must be able to respond to emergencies as necessary.

This position is distinguished by its responsibility for the safe, effective, efficient, and legally compliant operation and maintenance of wastewater collection, treatment, reclamation, laboratory, and SCADA systems and facilities. Incumbent is expected to evaluate operating conditions, identify deficiencies or opportunities for improvement, and recommend and implement appropriate changes to work methods, procedures, schedules, and priorities.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Supervises staff to include: planning, assigning, prioritizing, supervising and evaluating the work of assigned staff; provide staff training and development; conducts performance evaluations; makes hiring, termination, and disciplinary decisions and recommendations; ensures that employees follow policies and procedures; and ensures the use of safety equipment and precautions related to the work being performed.

Provides leadership and works with staff to ensure high performance; technical assistance to staff in resolving difficult problems encountered; supervises operation, maintenance, and repair work on facilities and equipment such as the collection system, treatment, reclamation, and wastewater laboratory; reads and interprets plant piping, blueprints and collection system plans.

Develops goals, objectives, policies and priorities for assigned services and programs; identifies, recommends, and implements policies and procedures, and ensures alignment with the District's strategic and operational plans.

Performs all duties required to operate the wastewater reclamation plant by using manual, electronic, and computer control systems to regulate and control processes; reads gauges, meters, charts, and graphs, and

operates pumps, valves, electric motors, and related equipment; controls valves for emergency and scheduled shutdowns; monitors developments in the field of wastewater treatment and reclamation.

Plans, organizes and directs a predictive and preventive maintenance program, including developing schedules and work standards; monitors work installation and repair activities to ensure conformance with specifications.

Prepares periodic and special reports of work performed; prepares and maintains a variety of written and computerized reports and other records including duty, shift and weekly work schedules, worksheets, accident reports, maintenance requests, and other related reports. Prepares wastewater monitoring, water reclamation, sanitary sewer overflow, and other reports required by outside governmental agencies.

Handles the more serious complaints regarding wastewater treatment and collection facilities, evaluates situations, develops solutions, explains findings to property owners and notifies appropriate officials and District personnel.

Responds to questions and complaints from the public and other agencies; coordinates work with other departments and outside agencies as needed.

Trains, instructs, supervises, assists, and evaluates assigned employees engaged in wastewater treatment and collection operations, wastewater reclamation, laboratory procedures, and SCADA monitoring and maintenance.

Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized.

Estimates personnel, material and equipment requirements for assigned jobs; ensures that all necessary materials, supplies and equipment are available; ensures the proper maintenance of equipment and tools. Initiates purchase requests and work orders for needed materials and for plant repairs and improvements.

Prepares budget for assigned area; analyzes annual operating costs and makes recommendations for the department budget.

Reviews operating procedures to ensure adherence to maintenance, operation and safety procedures; reviews and evaluates a variety of operational data from computer reports, daily logs, meters and gauges; enters data as required.

Supervises the compilation and maintenance of operations records; develops and implements operational changes to ensure compliance with established standards and regulations and effective and efficient operation; periodically inspects plant equipment, locates and troubleshoots plant malfunctions; recommends and initiates improved work methods and procedures.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Supervisory principles and practices, including employee selection, training, work assignment, performance evaluation, coaching, development and discipline; principles, practices, mathematics, methods, materials, tools and equipment used in the operation, maintenance, repair and improvement of wastewater collection, treatment, and reclamation systems and facilities; principles and practices applicable to wastewater treatment processes, collection systems, reclamation systems and related operations; methods and techniques for monitoring, inspecting, troubleshooting, maintaining, and repairing wastewater system facilities, equipment, pipelines, pumps, valves, controls, and related infrastructure; principles and practices of preventive and predictive maintenance and the development and implementation of maintenance schedules and procedures; principles and practices of wastewater sampling, testing, monitoring, process control, and regulatory

compliance applicable to assigned operations; operation and maintenance of computerized systems, including computerized records, reporting systems, Supervisory Control and Data Acquisition (SCADA) systems, and related equipment and software used in wastewater operations; principles and practices of budgeting, purchasing, inventory control, and resource management; safe work methods and safety practices applicable to wastewater treatment, collection, reclamation, maintenance and related operations; operation and maintenance of a wide variety of equipment, vehicles, hand and power tools, and mechanical systems used in wastewater operations; applicable federal, state, and local laws, regulations, codes, standards, and safety and public health requirements pertaining to wastewater operations; hazardous materials and hazardous waste management practices applicable to wastewater facilities and operations; principles and practices of effective customer service, public relations, and interagency coordination.

Ability to: Plan, organize, assign, supervise, review and evaluate the work of assigned employees; establish work priorities, schedules, performance expectations, and operating procedures to ensure safe, efficient, and compliant operations; provide training, coaching, technical guidance, and professional development to assigned employees; evaluate operational conditions, identify problems, and implement or recommend effective courses of action; provide technical assistance to staff in troubleshooting and resolving complex operational, maintenance, and equipment problems; read and interpret plans, maps, specifications, manuals diagrams, and other technical documents; develop and implement preventive and predictive maintenance schedules and procedures; estimate personnel, material, equipment, and resource requirements for assigned work; prepare, review, and maintain accurate written and computerized records, reports, logs, work orders, maintenance records, and regulatory documentation; analyze operational information and make recommendations for improved methods, procedures, schedules, and resource utilization; develop and revise operating procedures and schedules in response to changing conditions and to ensure safe, effective, efficient, and legally compliant operations of wastewater facilities; coordinate work assignments with other District departments, contractors, regulatory agencies, and outside organizations; maintain appropriate inventory levels and requisition materials, supplies, equipment, and services needed;; monitor expenditures and operating costs and assist in the development and administration of assigned operating budgets; operate and communicate effectively using computers, radio communication systems, and other technology used in District operations; respond effectively and exercise sound independent judgment during emergencies and other unusual or critical operating conditions; communicate clearly and concisely, both orally and in writing; deal tactfully and courteously with the public, employees, contractors, regulatory agencies, and other organizations, including during difficult or strained circumstances; establish and maintain effective working relationships with District employees, other departments, outside agencies, contractors, and members of the public; observe and enforce safe work practices and applicable safety requirements.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: An Associate's degree in Wastewater Technology, Supervision, Management, or a related field is highly desirable. An equivalent combination of education, training, and experience may be considered.

Experience: Two years of experience as a Senior Wastewater Systems Technician, or its equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: California Commercial Class C Driver's License with Tanker Endorsement, or a*bility to obtain within one year as condition of employment;* CWEA Collection System Grade II, State Water Resources Control Board Wastewater Treatment Operator Grade III.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the incumbent is regularly required to use hands and fingers to grasp and feel, reach with hands and arms, stand, walk, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The incumbent is occasionally required to sit. The incumbent must regularly lift and/or move up to 20 pounds and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to medically qualify and wear a District approved respirator.

Work Environment: While performing the duties of this job, the incumbent is regularly exposed to moving mechanical parts and outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; high, precarious places; and vibrations. The noise level will range from moderate to very loud.

POSITION DESCRIPTION APPROVED:

General Manager

8/17/2026

Date