

VALLEY CENTER MUNICIPAL WATER DISTRICT
WASTEWATER SYSTEMS SUPERVISOR

DEFINITION

Under general direction of the Director of Operations/Facilities, performs a variety of supervisory, administrative, and technical work in the wastewater division, which includes: operation, repair and maintenance of wastewater collection, treatment and reclamation systems and facilities; and, supervises employees engaged in operation, repair and maintenance of wastewater collection, treatment and reclamation, and Supervisory Control And Data Acquisition (SCADA) systems.

CLASS CHARACTERISTICS

This is a single incumbent, management classification and is responsible for planning, scheduling, coordinating, directing, evaluating and reviewing the activities and staff involved in the operation of wastewater collection, treatment and reclamation systems, and facilities in addition to operating various plant equipment. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. The position requires the use of independent judgment and initiative, particularly in the event of emergency situations, where critical facilities and equipment must be quickly brought back to service. The work also requires skill in planning and coordinating activities, as the facilities to be maintained are located throughout a broad geographical area. Incumbent must be able to respond to emergencies as necessary.

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.

Plans, organizes, supervises, trains and evaluates the performance of assigned staff; establishes performance requirements and development targets; regularly monitors performance and provides coaching for performance improvement; recommends compensation and other rewards to recognize performance; takes disciplinary action; identifies best work practices among assigned staff and ensures adoption of those practices.

Provides leadership and works with staff to ensure a high performance; technical assistance to crews 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 shut downs; monitors developments in the field of wastewater treatment and reclamation.

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.

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 observes and complies 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 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.

Responds to questions and complaints from the public and other agencies; coordinates work with other departments and outside agencies as needed; participates in a variety of meetings.

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

Plans, organizes and directs a predictive and preventive maintenance program, including developing schedules and work standards, repair operations, painting and facility and ground maintenance activities; monitors work installation and repair activities to ensure conformance with specifications; directs the requisition of parts and supplies for the division.

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 selection, training, work evaluation and discipline; methods, materials, tools and equipment used in the operation, maintenance, repair and installation of wastewater collection and treatment systems and facilities; safe work methods and safety practices pertaining to the work; operation and maintenance of a wide variety of equipment and hand and power tools used in the work; principles of electronics of SCADA; shop mathematics; using computers and related software applications; applicable laws and regulations; current wastewater treatment principles and practices; wastewater sampling and standard process control tests; safety and public health rules, codes, and regulations pertaining to the work; methods and precautions in storing and handling hazardous materials and chemicals; basic first aid and CPR techniques; mechanical, electrical, and hydraulic principles as they relate to the operation of wastewater collection and treatment systems; and, operation of preliminary, primary, secondary, and tertiary treatment systems, activated sludge plants, odor control and solids handling systems, chemical feed systems and water reclamation methods.

Ability to: Plan, organize, assign, supervise, review and evaluate the work of others; prepare and maintain a variety of accurate, written, and computerized records and reports pertaining to the work; read and interpret plans, maps, specifications and manuals; operate and maintain tools and equipment used in the work; identify and implement effective courses of action to complete assigned work; coordinate crew assignments with those of other departments and agencies; estimate labor, material and equipment needs; interpret plant piping and collection system diagrams; interpret process control tests and direct the adjustment of plant operations accordingly; analyze and make recommendations for improved methods and procedures; operate and perform maintenance to wastewater plant equipment; develop and revise operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of plant facilities; inspect plant facilities and recognize inefficient, unusual and/or dangerous operating conditions; maintain records of plant operations and prepare oral and written reports and correspondence; maintain adequate stock levels and requisitioning materials and supplies; communicate clearly and concisely, both orally and in writing, and be understood while using the District's radio communication system; and, establish, maintain, and foster effective working relationships with other employees, sometimes in difficult or strained circumstances, and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to an Associate's degree in Wastewater Technology, Management, or related field.

Experience: A minimum of 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, CWEA Collection System Grade II, 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; risk of electrical shock; high, precarious places; and vibrations. The noise level will range from moderate to very loud.

POSITION DESCRIPTION APPROVED:


General Manager


Date