



## Operations Supervisor

Class Code:  
530

Bargaining Unit: Managerial Employees Unit

WEST COUNTY WASTEWATER DISTRICT

Revision Date: Jul 9, 2013

### SALARY RANGE

\$59.61 - \$73.45 Hourly  
\$4,768.90 - \$5,876.15 Biweekly

### DEFINITION: DEFINITION

Under general direction, plan, organize, supervise, coordinate and direct the operations of the District wastewater treatment plant; perform administrative and supervisory duties including hiring, training and evaluating subordinates, scheduling work assignments, and maintaining appropriate records and logs in conformance with applicable statutes, regulations, policies, procedures and technical standards, and supporting the department's organizational policy and procedural development activity. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a supervising technical wastewater treatment operations classification. This position is distinguished from the Water Quality & Resource Recovery Department Manager by the latter's full responsibility for the day-to-day activities of the Operations Division. This position is distinguished from other Operator positions by its supervisory responsibilities.

### SUPERVISION RECEIVED AND EXERCISED

This classification receives general direction from the Water Quality & Resource Recovery Department Manager. Exercises supervision over operations staff and may be required to work and supervise night shift crews.

### TYPICAL DUTIES:

**Duties may include, but are not limited to, the following:**

- Plan, direct and coordinate the day-to-day activities of the operations division of the wastewater treatment plant.
- Participates in the development and implementation of goals, objectives, policies, and priorities.
- Assign, schedule, train, mentor, coach and supervise direct reports in the operation of the treatment plant; perform and participate in a variety of personnel actions including performance evaluations, selection, dismissal, and disciplinary actions.
- Monitor and assess the progress of training programs and staff development; oversee and conduct proficiency assessments, prepare reports and follow-up actions as needed.
- Ensure the operating efficiency of advanced wastewater treatment, sludge digestion, dewatering, and removal, primary and secondary treatment processes and chemical feed systems.
- Maintain records and prepare reports regarding the operation of the wastewater plant and quality of the effluent.
- Supervise and perform chemical tests and process sampling; adjusts, maintains and may calibrate electronic monitoring equipment and instruments.
- Coordinate plant operations activities with the plant laboratory and maintenance divisions to assure the proper efficient total functioning of plant equipment and wastewater quality control systems.

- Review systems reports to determine operational efficiency and effectiveness, make and present reports and recommendations based on system information.
- Conduct scheduled and random inspections of work performed by staff
- Prepare specifications for operations supplies and materials; prepares cost estimates; assists in the development of equipment specifications.
- Develop emergency and contingency plans and be responsible for their implementation in the event of failures or unusual operating conditions
- Respond to emergencies on an on-call basis 24 hours per day, seven days per week.
- Make critical decisions to resolve emergency conditions resulting from wastewater treatment plant malfunctions.
- Develop safety procedures and assumes responsibility for their implementation.
- Research and prepare a variety of reports and justifications for purchases and assist in the development and administration of division budget.
- Attend a variety of trainings, workshops, and meetings; remain updated on developments and trends in legislation, regulation, and professional practices of industries related to division programs.
- Participate in District related events and community activities; attend meetings and make presentations
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

**Experience:** Five (5) years of experience in the operation and maintenance of a wastewater treatment or similar type process plant including at least two years in a lead or supervisory position.

**Education:** Possession of an A.A. degree from an accredited university or college which includes or is supplemented by academic course instruction in the areas of chemistry, biology and treatment plant operation.

#### **License and/or Certificate:**

Must possess a Grade IV Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board.

Must possess a valid California Driver's License. The incumbent must continue to meet all of the provisions of the Driving Policy as a condition of continued employment.

#### **KNOWLEDGE AND ABILITIES:**

**Knowledge of the following is required to perform the essential duties of this classification:**

- Programmatic and practical principals of work place safety (Safe working practices pertaining to work within a treatment plant facility)
- Advanced wastewater treatment processes, including primary, secondary, tertiary and solids processes
- Principles and practices of management, organization, supervision, training, budget and performance evaluation
- Federal, state, and local laws, codes, regulations and ordinances related to a wastewater treatment plant
- Functions and purpose of wastewater disposal systems

- Water chemistry, sanitary engineering, microbiology, sedimentation theory, laboratory analyses and standard methods of sampling and analyzing of water and wastewater
- Operation and maintenance of equipment found in the District's wastewater treatment operations.
- Hydraulics, measuring devices, pumps, and wastewater related equipment
- Safety hazards and appropriate precautions applicable to work assignments, including the safe handling of chemicals and gasses associated with treatment of sewage in a wastewater treatment plant
- Standard emergency protocols, procedures, and spill responses for the District and hazardous material
- National incident command structure and emergency operations
- Basic engineering principles and practices as they relate to wastewater treatment
- Personal protective equipment and levels of protection required for the work.
- Training techniques, methods, and resources, practices and methods of directing, training, and leading others to perform well.
- Principles and practices of research analysis, process and system assessment, and management.
- Principles and practices of budget preparation, implementation, and monitoring.
- Principles and practices of effective employee supervision including selection, training, evaluation, and discipline, team building and employee empowerment programs.
- Modern office procedures, methods, and computer equipment.
- Supervisory control and data acquisition systems, telemetry equipment, computer networks and personal computers.

**Ability to do the following is required to perform the essential duties of this classification.**

- Plan, organize, and coordinate the day-to-day work activities of a group of technical and non-technical employees
- Develop and implement goals, objectives, policies, and procedures, work standards and internal controls in support of department activities.
- Train and supervise assigned personnel.
- Interpret and apply regulations, legislation, policy, agreement, and procedures.
- Evaluate, plan and work on multiple projects simultaneously
- Troubleshoot plant process upsets and provide Incident Command during plant emergencies
- Evaluate operating data; develop and implement appropriate action.
- Read, understand and interpret specific provisions and procedures contained in technical manuals, sketches, blueprints, layouts, and diagrams
- Follow oral and written directions; communicate clearly and concisely, both orally and in writing
- Prepare correspondence and clear and concise technical reports
- Perform mathematical, statistical, geometric and algebraic calculations common to the work
- Operate office computers and field communications equipment
- Evaluate the results of laboratory experiments and studies, deal with personnel budget and other matters relating to the administrative supervision of plant operations
- Review the economic feasibility of various operational alternatives and their effectiveness to the overall department objectives
- Ensure performance and behavior that is consistent with strategic plan goals
- Work in a standard office environment with some exposure to cold, heat, outdoors and heights
- Sit for long periods of time; climb stairs and ladders while observing work in tanks, basins, and trenches, and on scaffolding, catwalks and ladders; safely lift, carry, push, pull or otherwise move objects weighing up to 35 lbs.; use hands for repetitive action such as fine dexterity; safely drive an automobile

- Utilize appropriate safety precautions, methods, and apparatus to minimize and withstand exposure to chemicals, dust, mechanical and electrical hazards, noise, vibration, domestic waste, confined workspaces and wastewater
- Establish and maintain open and honest communications and interpersonal relationships with co-workers at all levels of the organization.
- Operate safety devices and equipment and apply proper safety procedures in hazardous environments
- Attend work and perform duties on a regular and consistent basis
- Meet deadlines
- Learn and observe all appropriate safety precautions as required, including but not limited to OSHA General Industry Safety Orders and the District's Respiratory Protection Program

**OTHER REQUIREMENTS:**

**EMPLOYMENT CONDITIONS:**

**Fair Labor Standards Act Classification:** Exempt

**Collective Bargaining Representation Unit:** Managerial Employees Unit

**Approval Date:** 8/6/2013

**Job Specifications Approved by:** Board of Directors

**Appointment and Removal Authority:** General Manager

**Revision Approval Authority:** General Manager

**Revision Date:** 3/2020