WATER/WASTEWATER SUPERVISOR

DEFINITION

Under the direction of higher level staff, schedules, trains, supervises and reviews the work of assigned staff within the Water/Wastewater Division; coordinates, monitors, and provides technical input for assigned water and wastewater plant maintenance and operations projects and programs; performs all duties of a Water/Wastewater Treatment Plant Operator as necessary; and performs all other related duties as assigned.

CLASS CHARACTERISTICS

This class is a first-line supervisory class in the water/wastewater plant maintenance and operations series. This class is distinguished by its responsibilities for scheduling, training, supervising and reviewing the work of assigned staff. Duties are performed under the supervision and direction of higher level staff, but performance of duties requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Water/Wastewater Superintendent in that the latter has management responsibility for all water/wastewater plant maintenance and operations functions and activities of the City.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Schedules, trains, supervises, and reviews the work of assigned staff in water and wastewater maintenance and operation activities

- Instructs and provides training for staff in work methods, use of tools and equipment and relevant safety precautions; conducts safety meetings.

- Supervises and directs the maintenance and repair of water and wastewater equipment; controls, orders, and maintains adequate inventory of supplies, parts, chemicals, and equipment for the water and wastewater functions.

- Inspects and maintains a wide variety of water/wastewater system components, including pumps, motors, mechanical and electrical equipment, generators, boosters, boiler/heat exchangers, hydraulic systems and control circuits.

- Operates tools, vehicles, and equipment related to the construction, maintenance, and repair of water and wastewater plant facilities.

- Designs and fabricates pipe and electrical systems for new equipment and equipment upgrades; designs and builds forms and lays and finishes cement pads for pump and equipment bases; constructs conduit systems for electrical wiring; may machine parts for water and wastewater equipment; and welds, cuts and fabricates steel support structures for water and wastewater equipment and buildings.

- Determines and recommends equipment, materials, and staffing needs for assigned operations projects and programs; researches new processes, equipment and technology and present recommendations to management.

- Assists in developing, administering and inspecting contracts for construction, consulting and other services as assigned, including developing bid proposals and contract specifications;

monitoring and inspecting awarded contracts; maintaining project records and monitoring expenditures and processing adjustments.

- Participates in the preparation and administration of assigned budget.

- Assists in preparation and implementation of capital improvement programs to ensure the water and wastewater systems will maintain long term and stable operations and compliance with all federal and state regulations.

- Prepares and maintains accurate, clear, and concise records, files, and reports, including standard operating procedures, accident reports and maintenance requests.

- Coordinates assigned water and wastewater maintenance and operations activities with other divisions, departments, and outside agencies.

- Responds to emergency situations as necessary.

- Performs all duties of a Water/Wastewater Treatment Plant Operator as necessary.

- Works with City IT personnel and SCADA Control Engineer to coordinate the maintenance of the treatment plant's SCADA software and the other computerized systems that are involved in the automation and operation of the treatment plants and related pump stations.

- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties; principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in safe work practices and techniques; principles and practices of utility maintenance program development and administration; principles of water and wastewater system operations and maintenance; engine generator and controls; power management; radio telemetry gear; electrical, mechanical, hydraulic, system process, HVAC, water distribution, instrumentation, and calibration; principles of contract administration for utility maintenance and repair projects; basic principles and practices of budget and Capital Improvement Program development, administration and accountability; safety principles, practices, and procedures of water and wastewater treatment facilities and systems, including equipment and hazardous materials.

Ability to: Oversee, direct, and coordinate the work of assigned staff, including supervising, training, counseling and evaluating; design and layout water and wastewater system components; read and interpret general plans and specifications, schematics, blueprints; manuals, etc.; perform contract management and site inspection processes; perform general building trade skills, including advanced carpentry, plumbing, pipe fitting, and electrical work; troubleshoot mechanical, hydraulic equipment; troubleshoot and repair electrical problems; perform advanced welding and related metal fabrication techniques; rebuild pumps, compressors, blowers, and operate heavy equipment; use precision measuring equipment; diagnose and repair mechanical and electrical equipment; communicate effectively, both orally and in writing; maintain written records of work performed; apply basic principles and practices of budget and Capital Improvement Program administration and accountability and establish and maintain cooperative

and effective working relationships with supervisors, co-workers, vendors, suppliers, and the general public.

ADDITIONAL REQUIREMENTS

- Must possess the following Certifications at time of hire:
  - Wastewater Treatment Plant Operator Certificate as required by the State. ***Currently required: Grade 1***
  - Water Treatment Operator Certificate as required by the State. ***Currently required: Grade 1***
  - Water Distribution Operator Certificate as required by the State. ***Currently required: Grade 2***
- Must obtain the following Certifications within 6 months of hire:
  - Hazardous Materials Certification
- Must Possess a Valid California Class C Driver's License.
- Must be willing and available to attend meetings after normal work hours and to travel for trainings and/or meetings as required.
- Must be willing and available to work extended and/or varying hours as necessary to complete duties, including weekends, nights, on-call, and responding to emergency calls as needed.
- While not required, a Grade II or higher Plant Maintenance Mechanical Technologist Certificate, issued by California Water Environment Association is desirable.
- Other certificate(s) specific to functional area of assignment may be required.
- May require a valid Commercial Drivers License.

PHYSICAL REQUIREMENTS

Work is generally performed in both a general office and field environment. Must be able to perform the physical aspects of the job, including sitting and standing for periods of time; stooping, bending, kneeling, crouching, reaching and twisting; lifting, pushing, pulling; lifting or carrying up to 50 pounds, and up to 150 pounds with assistance; working in confined spaces; traversing rough/uneven terrain; climbing up to 45 foot ladders; operating a motor vehicle; working outside in all weather conditions; working around and coming in contact with raw sewage, hazardous/toxic chemicals, and strong odors.

EXPERIENCE AND TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation of high school, supplemented by college level coursework in water and/or wastewater treatment plant operations or a related field; and at least four (4) years progressive experience in the operation and maintenance of a water and/or wastewater treatment plants, including some lead or supervisory experience.