

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: WATER RECLAMATION RIX SUPERVISOR**

**DATE: 5/17/2016**

**JOB CODE: 51811**

**FLSA STATUS: NON-EXEMPT**

**UNIT REPRESENTATION: MID-MGMT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general direction of the Water Reclamation Operations Manager or Superintendent, to plan, schedule, monitor, train, supervise, and administer the day-to-day operation activities of the Rapid Infiltration and Extraction (RIX) facility; supervise and coordinate the activities of operations personnel; coordinate maintenance work; coordinate construction/project work; and perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

This is a working supervisory level class in the Water Reclamation Operations series. Incumbents supervise RIX facility operations staff, including Water Reclamation Plant staff when assigned. Supervision is received from the Water Reclamation Operations Manager or Superintendent.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Assist in administrative duties;
- Conduct personnel performance evaluations as required;
- Recommend and participate in hiring and disciplinary actions;

- Plan, schedule, supervise, monitor, and administer the operation of equipment utilized in the tertiary treatment of wastewater that utilizes ultraviolet disinfection;
- Prepare and ensure compliance with schedules and procedures for inspecting and operating plant equipment;
- Review and evaluate logs of routine facility inspections and reports of laboratory analyses;
- Review plans and specifications for construction projects; recommends changes or modifications to plant flow and processes;
- Requisition materials and parts as needed;
- Prepare and maintain records of plant operations;
- Prepare routine and special reports related to plant operation;
- Conduct studies and investigations as required regarding facility operation, process efficiency, and energy conservation;
- Assure adherence to permit requirements, personnel safety, cleanliness, and fire prevention rules and standards;
- Make critical decisions to resolve emergency situations;
- Monitor the operating budget;
- Understand and utilize the S.C.A.D.A. computer system, including specific knowledge of Wonderware application software, in monitoring and controlling operation of facility equipment;
- Utilize Excel spreadsheet application software;
- Compile information for a variety of narrative and statistical reports including the monthly Discharge Monitoring Report (DMR);
- Compose correspondence requiring use of judgment based upon a thorough knowledge of the functions and procedures of the unit;
- Operate Department vehicles; and
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Regulations governing the operation of wastewater treatment plants;

- Operation and preventive maintenance of modern primary, secondary, and advanced wastewater treatment principles and practices;
- Ultraviolet disinfection system operation;
- Secondary and advanced wastewater treatment principles and Facility NPDES permit requirements;
- Safety rules, codes, and regulations;
- Basic business organization and budgeting principles;
- Occupational hazards and standard safety precautions necessary in a wastewater treatment plant;
- Personal computer and application software use as applicable to process control, records management, and S.C.A.D.A. system operation;
- Human-Machine-Interface and supervisory control application software (Wonderware); and
- Principles and practices of supervision, training and performance evaluation.

**Ability to:**

- Analyze and interpret operational data problems as related to process control, evaluating alternative proposals, making sound recommendations, and troubleshooting all types of wastewater process systems;
- Analyze emergency situations accurately and take effective action;
- Recommend changes to improve the safety, efficiency or effectiveness of plant operation and equipment;
- Operate heavy machinery used in maintaining infiltration basin performance optimization;
- Establish and maintain effective working relationships with employees and public;
- Supervise and coordinate all staff, training and work activities assigned to the plant;
- Prepare reports and maintain records; communicate clearly and concisely, orally and in writing;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier; and
- Walk long distances when performing frequent inspections of all plant equipment and processes.

**MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school, or equivalent.

**Experience:** Four (4) years of experience in the operation of a wastewater treatment facility which incorporates preliminary, primary, secondary (activated sludge), anaerobic sludge digestion, dewatering, tertiary treatment and disinfection processes.

**Certificate:** Must possess a valid Wastewater Treatment Plant Grade III Operator Certificate issued by the California State Water Resources Control Board.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, infectious disease and hazardous chemicals including smoke, fumes, gas, untreated wastewater, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions. There is frequent need to stand, stoop, walk, crawl, climb and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, transport materials and supplies weighing up to 50 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

### **CAREER LADDER**

**From:** Water Reclamation RIX Supervisor

**To:** Water Reclamation Plant Supervisor

**Job Description:**

BOWC Approved:	<u>6/1/1999</u>
Rev. Appr:	<u>5/17/2016</u>

**Testing Standards:** CS App Review/CS Supp App Review

CSB Approved:	<u>7/13/1999</u>
CS Oral Board removed by CSB Action	<u>4/12/2016</u>