

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION PLANT SUPERVISOR

DATE: 9/15/2015

JOB CODE: 51802

FLSA STATUS: 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 Superintendent; plan, schedule, monitor, train, supervise, and administer the day-to-day operational activities of the water reclamation facilities operational personnel; coordinate construction project work as it relates to operations section; and control job interruptions due to emergency requests.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are first line supervisors in the Water Reclamation Operations Series. Incumbents supervise operations personnel. Supervision and direction is received from the Water Reclamation Operations 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;
- Recommend and participate in hiring and disciplinary actions;
- Analyze and interpret operational data problems as related to process control, evaluating alternative proposals;
- Analyze emergency situations accurately and take effective measures to correct;
- Plan, schedule, supervise, monitor, and administer the operation of equipment utilized in the treatment of wastewater and solids handling equipment;
- Prepare and ensure compliance with schedules and procedures for inspecting and operating plant equipment;
- Review and evaluate operational logs as well as laboratory data;

- Review plans for construction projects;
- Conduct studies and investigations required as they pertain to process efficiency and energy conservation;
- Assure adherence to all regulatory permits;
- Monitor budget for operation section;
- Utilize the SCADA computer system and operations data base in monitoring, collection of data, and controlling facility operation;
- Recommend changes in order to improve the safety, efficiency, or effectiveness of plant operation and equipment;
- Establish and maintain an effective working relationship with not only operations section but other sections of plant;
- Supervise and coordinate all operational staff reports and maintain accurate records;
- Communicate clearly and concisely, orally and in writing;
- Compile information for a variety of narrative and statistical reports;
- Ensure that acceptable work and safety methods are practiced;
- Coordinate the requisitioning of supplies and parts;
- Perform related work as required or directed by supervisors.

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:

- Operation and preventive maintenance of modern primary, secondary, and advanced wastewater treatment principles and practices;
- Facilities NPDES and AQMD permit requirements;
- Safety rules, codes, and regulations;
- Basic business organization and budgeting principles;
- Occupational hazards and standard safety precautions necessary in a wastewater treatment facility;
- Personal computer and application software used as applicable to process control, records management, and SCADA operation;
- Principles and practices of supervision, training, and performance evaluation;
- Basic leadership techniques.

Ability To:

- Analyze and interpret operational data problems as related to process control, evaluating alternative proposals, make sound recommendations, and troubleshooting all types of wastewater treatment process systems;
- Analyze emergency situations accurately and take effective action;
- Recommend changes to improve the safety, efficiency, or effectiveness of plant operation and equipment;
- Establish and maintain effective working relationships with other division sections as well as other Department employees and public;
- Supervise and coordinate operations staff, training, and work activities;
- Prepare reports and maintain operations records;
- Communicate clearly and concisely, orally and in writing;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education/Credential and Experience:

High School graduation or equivalent and five (5) years of experience in the operation of a Class V Wastewater Treatment Plant which incorporates preliminary, primary, secondary (activated sludge), and anaerobic sludge digestion;

Or

Associate Degree or completion of 60 semester units at an accredited college or university, either of which include 15 semester units of basic science courses, and four (4) years of experience in the operation of a Class V Wastewater Treatment Plant;

Or

A Bachelor's Degree from an accredited college or university with a major related to wastewater treatment and which includes a minimum of thirty (30) semester units of basic science courses, and two (2) years of experience in the operation of a Class V Wastewater Treatment Plant;

Or

Credential: A valid registration as a chemical, civil, or mechanical engineer issued by the California Board for Professional Engineers and Land Surveyor or by another state, a territory, or an Indian tribe and two (2) years of experience in a supervisory capacity (utility/industrial applications preferred);

And

Certificates: Must have and maintain a valid Grade IV Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board. For out of state applicants, valid certification equivalent to the California Grade IV Wastewater Treatment Plant Operator is required at time of application and applicants must meet the Examination Waiver requirements of Section 3689 of the California Code of Regulations, Title 23, Division 3, Chapter 26. Possession of a Grade V Wastewater Treatment Plant

Operator Certificate issued by the California State Water Resources Control Board is required within 18 months of appointment;

Or

An appropriately registered chemical, civil, or mechanical engineer must have and maintain a valid Grade V Wastewater Treatment Plant Operator-In-Training certificate issued by the California State Water Resources Control Board within one (1) month of appointment. Possession of a Grade V certificate is required within four (4) years of appointment. Proof of passing the Grade V Wastewater Treatment Plant Operator examination must be provided within 18 months of appointment;

And

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).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, 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. Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease.

Incumbents require sufficient mobility to work in a variety of environmental and weather conditions, transport materials and supplies weighing up to 100 pounds, work in man-lift 30 to 60 feet, and work to heights of 150 feet. Must be able to work under moderate to high stress conditions. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. 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 Plant Supervisor

To: Water Reclamation Operations Superintendent

Job Description:

BOWC Approved: 10/25/2005
Rev. Approved: 4/5/2011
9/15/2015

Testing Standards: CS App Review/CS Supp App Review

CSB Approved: 9/8/2015