

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION PROCESS CONTROL SUPERVISOR

DATE: 05/19/2009

JOB CODE: 51801

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 supervision, assists in the planning, organizing, scheduling, supervising, and operation of the facility's treatment processes and related equipment; coordinates construction, and project work in relation to the activities of facility operations to ensure proper safeguards are in place to maintain permit compliant plant performance; performs related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Reclamation Process Control Supervisor is a supervisory class of the Water Reclamation Plant Operations section that receives supervision from the Water Reclamation Operations Superintendent. The Process Control Supervisor provides direct, ongoing supervision to all subordinates Water Reclamation Operations personnel, and is responsible to ensure all activities in the facility are consistent with the requirement of taking all steps to maintain effective, stable and permit-compliant operations.

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:

- Provides courteous and expeditious customer service to the general public and City department staffs;
- Routinely adhere to and maintain a positive attitude towards City and Department goals;
- Ensures proper use of safety equipment; wears Personal Protective Equipment as required;
- Supervises and manages the operation and maintenance of all aspects of plant performance and related facilities for effective and efficient permit compliant operation;
- Prepares oral and written reports related to plant process control; conducts process control meetings;
- Prepares written procedures for process equipment shutdowns/modifications and conducts meetings with personnel involved in shutdowns/modifications;

- Reports problems encountered in work progress to Water Reclamation Operations Superintendent or the designee;
- Conducts studies and investigates proposed process control modifications and procedures as well as abnormal process conditions;
- Develops and conducts training related to new equipment and companion safety items;
- Assists the Water Reclamation Operations Superintendent in pilot studies, research, or trend analysis;
- Gathers and analyzes a wide variety of flow, constituent and biological information;
- Participates in the design, equipment specifications, and construction of new and renovated facilities;
- Assists supervision in the prioritization of facility projects;
- Maintains maps, record drawing and files;
- Participates in the evaluation and selection of new chemicals and equipment;
- Reviews and evaluates operating logs of process treatment units and equipment;
- Reviews laboratory data and assists in making timely and appropriate operational adjustments;
- Assists in the review of operational data with Lead Operators and staff;
- Assists in the repair of process units, equipment, and piping;
- Prepares and conducts personnel performance evaluations as required;
- Assists supervision in the preparation of progressive disciplinary procedures;
- Assists in the preparation of routine and special reports as required to ensure that wastewater is processed and discharged according to applicable health and environmental laws, regulations, and industry standards;

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:

- Operations and preventative/corrective maintenance of modern primary, secondary and advanced wastewater treatment principles and practices, department safety rules, applicable National Pollutant Discharge Elimination System (NPDES) and South Coast Air Quality Management District (SCAQMD) permits;
- Principles and practices of business organization and budgeting;
- Occupational hazards and standard safety precautions recognized as necessary by applicable industry standards in a water reclamation facility;
- Principles and practices of supervision, coaching for improved performance, training and performance evaluations;

- Basic mathematics and applied math for wastewater;
- Verbal English to understand and be understood; written English to communicate in writing at an intermediate level;
- Appropriate safety precautions and procedures.

Ability to:

- Understand and carry out oral and written instructions;
- Analyze and interpret complex operational problems as related to process control, evaluating alternative proposals, making recommendations based on careful observation and sound analysis of relevant data, and troubleshooting all types of wastewater process systems;
- Analyze emergency situations accurately, and take prompt and effective action;
- Recommend modifications to improve the safety, efficiency or effectiveness of all phases of plant operations and related equipment;
- Coordinate and supervise all staff, training and work activities assigned to the plant;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.
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MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent,

And

Experience: Five (5) years of experience in the operation of an advanced wastewater treatment, activated sludge facility (including Biological Nutrient Removal), that incorporates sludge thickening and anaerobic digestion of primary and secondary sludge; at least three (3) years of which required increasingly responsible supervisory experience;

And

Certificates: Must have and maintain a valid Wastewater Treatment Plant Operator Grade IV Certificate issued by the California State Water Resources Control Board; possession of a valid Grade V Certificate highly desirable,

And

Must possess a valid California Class "C" driver's license. Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12505a).

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

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, 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 climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to 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 Lead Operator

To: Water Reclamation Operations Superintendent

Job Description:

BOWC Approved: 05/19/2009

Testing Standards:

Open/Dept Promo/Supp Appl: 09/26/1995