

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

**TITLE: WATER RECLAMATION OPERATIONS MANAGER/ WATER RECLAMATION
OPERATIONS SUPERINTENDENT (FLEX)**

DATE: 9/15/2015

JOB CODE: 51803/51800

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 Director of Water Reclamation; 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; provide highly responsible and complex staff assistance to the Director of Water Reclamation; and control job interruptions due to emergency requests. May be designated as Chief Plant Operator.

DISTINGUISHING CHARACTERISTICS

Water Reclamation Operations Manager is a single position entry level Mid-Management classification. This class is distinguished from the Water Reclamation Superintendent classification in that incumbents in the latter classification obtain/maintain a valid California Grade V Wastewater Treatment Plant Operator Certification. The Water Reclamation Operations Manager may advance to Water Reclamation Operations Superintendent after demonstrating proficiency which meets the qualifications of the higher classification and obtaining a valid California Grade V Wastewater Treatment Plant Operator certification within the prescribed timeline.

Water Reclamation Superintendent is the full journey level classification. Incumbent obtains/maintains a valid California Wastewater Treatment Plant Operator Grade V certification.

Incumbents in these classifications are first line supervisors in the Water Reclamation Operations Series. Incumbent supervises Water Reclamation Operations Section Plant personnel. Supervision and direction is received from the -Director of Water Reclamation or designee.

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 Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Recommend and participate in hiring of operations personnel;

- Perform disciplinary actions and recommendations;
- Plan, schedule, supervise, monitor, and administer the operation of equipment utilized in the treatment of wastewater and solids handling equipment;
- Approve changes and modifications to plant flows and processes;
- Oversee the preparation of records for plant operations;
- Oversee the implementation of the SCADA computer system and operations data base in monitoring, collection of data, and controlling facility operation;
- Analyze and interpret operational data problems as related to process control, evaluating alternative proposals;
- Compile information for a variety of narrative and statistical reports;
- Analyze emergency situations accurately and take effective measures to correct;
- Oversee and approve all 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;
- Compose correspondence requiring use of sound judgment based upon a thorough knowledge of functions and procedures of each unit process;
- Ensure that acceptable work and safety methods are being practiced;
- Approve the requisitioning of supplies and parts for the operations section.

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 principals and practices;
- Facilities NPDES and AQMD permit requirements;
- Safety rules, codes, and regulations;
- Basic business organization and budgeting principals;
- 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;
- Blueprints, P&ID drawings, job specifications, and construction documents;
- Principles of business letter writing and basic report preparation;
- Basic leadership techniques.

Ability To:

- Analyze and interpret operational data problems as related to process control, evaluating alternatives and proposals, making sound recommendations, and troubleshooting all types of wastewater treatment process systems;
- Analyze emergency situations accurately and take effective action;
- Approve and oversee changes to improve the safety, efficiency, or effectiveness of plant operation and equipment;
- Select, train, and evaluate staff;
- Establish and maintain effective working relationships with other division section leaders as well as other Department employees and public;
- Supervise and coordinate operations staff, training, and work activities;
- Prepare reports and maintain operations records;
- Read and interpret blueprints, schematics, plans, and drawings;
- 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: Graduation from high school, or equivalent,

And

Completion of sixty (60) semester units (90 quarter units) of college level course work in chemistry, biology, mathematics or business administration;

And

Five (5) years experience as a supervisor in the operation of a wastewater treatment facility. One (1) year experience as a shift supervisor or wastewater plant supervisor may be substituted for twenty (20) semester units of the required education up to five (5) years,

And

Certificates: Water Reclamation Operations Superintendent: Must have and maintain a valid Wastewater Treatment Plant Operator Grade V Certificate issued by the California State Water Resources Control Board;

Water Reclamation Operations Manager: For out of state applicants, valid certification equivalent to the California Wastewater Treatment Plant Operator Grade V is required at the 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 certificate is required within 18 months of appointment; Water Reclamation Operations Manager may advance to Water Reclamation Operations Superintendent after demonstrating proficiency in performing the full range of duties and responsibilities of the Water Reclamation Operations Superintendent and obtaining a valid California Wastewater Treatment Plant Operator Grade V certificate within the required 18 months after 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 Operator's Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

OR

Education: Graduation from high school, or equivalent;

And

Experience: Seven (7) years of experience in the operation of California Grade 5 classified wastewater treatment facility (or equivalent) which incorporates preliminary, primary, secondary (activated sludge), anaerobic sludge digestion, and tertiary treatment;

And

Certificates: Water Reclamation Operations Superintendent: Must have and maintain a valid California Wastewater Treatment Plant Grade V Operator Certificate issued by the California State Water Resources Control Board;

Water Reclamation Operations Manager: For out of state applicants, a valid certification equivalent to the California Wastewater Treatment Plant Grade V Operator is required at the 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 certificate is required within 18 months of appointment; Water Reclamation Operations Manager may advance to Water Reclamation Operations Superintendent after demonstrating proficiency in performing the full range of duties and responsibilities of the Water Reclamation Operations Superintendent and obtaining a valid California Wastewater Treatment Plant Operator Grade V certificate within the required 18 months after 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).

OR

Credential: A valid registration as a chemical, civil, or mechanical engineer issued by the California Board for Professional Engineers and Land Surveyors or by another state, a territory, or an Indian tribe;

And

Experience: Five (5) years of experience in a supervisory capacity (utility/industrial applications preferred);

And

Certificates: Water Reclamation Operations Manager: 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; Water Reclamation Operations Manager may advance to Water Reclamation Operations Superintendent after demonstrating proficiency in performing the full range of duties and responsibilities at the Superintendent level and obtaining a valid California Wastewater Treatment Plant Operator Grade V certificate within the required four (4) years after 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 and transport materials and supplies weighing up to 50 pounds. 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 Operations Manager

To: Water Reclamation Operations Superintendent

To: Director of Water Reclamation

Job Description:

BOWC Approved:

2/18/1992

Rev:

10/25/2005

9/15/2015

Testing Standards: CS App Review/CS Supp App Review

CSB Approved:

9/8/2015