

## **WASTEWATER TREATMENT SUPERINTENDENT**

### **DEFINITION**

Under general direction, plans, schedules, assigns, reviews and supervises the work of staff responsible for operating, monitoring, and inspecting a variety of mechanical equipment and systems which regulate the flow and treatment of wastewater for the District's treatment facilities; supervises and coordinates all preventive and corrective maintenance on plant and equipment; ensures treatment facilities comply with regulatory and permitting requirements; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Wastewater Operations Manager. Exercises direct supervision over technical and field staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Wastewater Treatment Operator class series that exercises independent judgment on diverse and specialized wastewater treatment activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of wastewater treatment operations staff on an assigned shift; trains staff on work procedures, evaluates employee performance, counsels employees, and recommends initial disciplinary action; assists in employee selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of assigned Wastewater Treatment work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.
- Supervises and participates in wastewater plant operations; performs the most technical and complex tasks of the work unit; ensures facilities maintain compliance with regulatory standards and permitting requirements, including monitoring plant operation through monthly, quarterly, semi-annual, and annual reports.
- Oversees and participates in operating systems manually or by remote control; starts, stops, regulates, and adjusts electric motors, pumps, screens, compressors, engines, chlorinators, and related equipment.

- Evaluates laboratory and operational plant data to determine needed process control adjustments; ensures adjustments maintain effluent water compliance with waste discharge permit, including NPDES and other applicable regulatory requirements; ensures management is apprised of all process control adjustment; performs laboratory testing and other duties as required.
- Participates in wastewater treatment long-term planning, including design and review for all phases of facility expansion and development; reviews engineering plan designs and provides feedback on impacts to process control and comments on treatment schematics; participates in meetings with construction management and contractor teams.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; assists in preparing and presenting staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files.
- Maintains operational records, such as plant operations logs, test results, unusual operating conditions, and maintenance work performed; assists in generating monthly and annual regulatory reports as required for discharge permits; prepares a variety of written reports, memoranda, and correspondence.
- Monitors state and federal regulations in wastewater treatment, effluent discharge, recycled water, and related topics; maintains awareness of new trends and innovations in the field of wastewater treatment; incorporates new developments into program areas, as directed.
- Represents the District in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- May act as the Wastewater Operations Manager in his/her absence, including designation as Chief Plant Operator and Legally Responsible Official (LRO).
- Responds to emergency call-outs; serves as Incident Commander during hazmat and confined space rescue operations.
- Resolves complex customer questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Advanced principles, practices, methods, and procedures for operation of a wastewater treatment plant.
- Advanced methods and techniques of reading and interpreting gauges, recording devices, and related system monitors.
- Operating principles of plant equipment such as pumps and motors.

- Tools, equipment, and procedures used in the operation and maintenance of wastewater treatment plant facilities.
- Emergency maintenance and repair procedures related to wastewater treatment facilities.
- Advanced methods and techniques of conducting laboratory tests and procedures related to wastewater treatment process control.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to wastewater treatment facilities, effluent discharge, and related requirements.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex duties in the maintenance and operation of the District's wastewater treatment facilities.
- Monitor and maintain plant processes in compliance with regulatory and permitting requirements.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*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:*

### **Education:**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized coursework and training in wastewater treatment plant operations.

### **Experience:**

- Five (5) years of increasingly responsible experience in the operation and maintenance of a wastewater treatment facility, including two (2) years of lead supervisory experience.

### **Licenses and Certifications:**

- Possession of a valid California Class C driver's license, to be maintained throughout employment.
- Possession of a valid Grade III Wastewater Treatment Plant Operator certification issued by the California State Water Resources Control Board.
- Possession of a valid Grade IV Wastewater Treatment Plant Operator certification issued by the California State Water Resources Control Board within twelve (12) months of hire.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### **ENVIRONMENT**

Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

#### **PHYSICAL**

- Level Three
- Pulmonary

Incumbents require sufficient mobility to work in a wastewater treatment plant and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

#### **VISION**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

#### **HEARING**

Hear in the normal audio range with or without correction.