



## JOB DESCRIPTION

# WASTEWATER TREATMENT PLANT SUPERVISOR

(Exempt, Management Position)

## POSITION DESCRIPTION

Under general direction of the Water and Sewer Operations Superintendant, plan and supervise the operation and maintenance of a grade IV wastewater treatment plant, including supervision of six Operators, Operator/Mechanic and one Laboratory Technician; perform related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Recommend and assist in the implementation of wastewater treatment plant goals and objectives; establish schedules and methods for facilities operations; implement policies and procedures. (M)
- Plan, prioritize, assign, supervise and review the work of staff involved in treatment plant operations. (M)
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities. (M)
- Participate in budget preparation and administration; prepare cost estimates for budget items; monitor and control expenditures. (M)
- Prepare and implement capital improvement programs to ensure the wastewater treatment plant will maintain long term and stable operations. (E)
- Prepare contract documents, requests for proposals and other related procurement documents to obtain needed supplies, equipment and services and administer contracts. (E)
- Participate in the selection of staff; provide or coordinate staff training to ensure safe and efficient performance; work with employees to correct deficiencies; implement discipline procedures. (E)
- Supervise plant operations; assure proper adjustment of plant processes; coordinate sampling operations to assure proper balance of treatment steps and meeting effluent requirements; ensure the proper conduct of laboratory tests performed by operations staff. (M)
- Research and prepare a wide variety of reports; maintain files and records on plant operations. (M)
- Work with State Water Resource Control Board staff to ensure that the wastewater treatment plant meets all Federal and State requirements. (E)
- Respond effectively to public inquiries.
- Responds to emergency situations at the plant. (E)
- Perform related duties as assigned. (E)
- Attend various agency meetings as necessary, including City Council Meetings and Ukiah Valley Sanitation District Meetings.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of wastewater treatment plant operations.
- Operating principles of valves, pumps and motors.
- Principles and methods of bacteriological and chemical wastewater analyses.
- Effects and problems of industrial waste in wastewater treatment processes.
- Safety principles and practices.

- Applicable Federal, State and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.
- Functions and organization of municipal government.
- Budgeting procedures and techniques.

**Ability to:**

- Direct the operations of wastewater treatment plant facilities.
- Diagnose operating problems and direct effective correction procedures.
- Supervise, train and evaluate assigned staff.
- Prepare required reports and maintain complete record keeping procedures.
- Establish and maintain effective sample procedures of plant operations and effluent.
- Ensure the proper chemical testing procedures performed by operations staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use a personal computer including word processing and spreadsheet applications.
- Work in a wastewater treatment environment; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals; work in or with wastewater.

**Education and Experience:**

Education equivalent to completion of the twelfth grade, with additional specialized training in wastewater treatment operations or a related field. Four (4) years of increasingly responsible experience in wastewater treatment plant operations, including one year of supervisory or lead responsibility.

**Necessary Special Requirements:**

- Possession of a valid Class C California Driver's License as required for plant operation functions.
- Possession of a valid Grade IV California Wastewater Treatment Plant Operator Certificate as issued through procedures established by the California State Water Resource Control Board.

**Copy of Certificate must be attached to application in order to be considered.**

**Residency Requirement**

All Wastewater Treatment Plant employees shall be expected, within six months of hire, to establish residence within a 45-minute notification to respond zone.

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