



Wastewater Treatment Plant Maintenance Supervisor

Purpose of the role:

Under direction, supervises, assigns, and reviews the work of staff responsible for the installation, repair, and maintenance of wastewater treatment plants and equipment; ensures subordinate staff are fully trained to perform assigned duties; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

The Wastewater Treatment Plant Maintenance Supervisor assumes responsibility for supervising and overseeing the work of a section or unit within the Wastewater Treatment Plant Division within the Public Works Department. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Wastewater Treatment Plant Maintenance Supervisor's work time is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates the work of assigned staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of plant maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing plant maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary.
- Performs the more technical and complex tasks of the work unit including difficult plant and equipment maintenance repairs.
- Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work related or equipment operating problems.
- Inspects work in progress and upon completion to assure that repairs, maintenance, and installations are in accordance with City regulations, policies, and operating procedures and practices.
- Serves as representative to contractors and engineers during design and construction on mechanical projects; responds to issues and inquires as necessary.
- Maintains an inventory of supplies necessary for the efficient maintenance of the wastewater treatment plant.
- Operates motorized equipment such as front-end loaders, backhoes and dump trucks; performs heavy manual labor and grounds maintenance work as necessary.
- Prepares and maintains a wide variety of written records, files, and correspondence; prepares a variety of special reports as assigned.
- Maintains current knowledge of new trends and innovations in the field of plant maintenance; attends and participates in professional group meetings; participates in professional development activities.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a wastewater treatment maintenance and repair program.
- Principles of supervision, training, and performance evaluation.
- Principles, practices, methods and procedures for maintenance of an activated biosolids, aerobic digestion, and chemical wastewater treatment plant.
- Maintenance requirements and schedules for plant equipment and machinery.
- Methods and techniques of conducting on-site work inspections.
- Equipment and material requirements of plant operation.
- Occupational safety hazards and safe work practices.
- Principles and practices of purchasing, including the drafting of specifications for chemicals and equipment.

- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Supervise, coordinate, and direct wastewater treatment maintenance and repair programs.
- Select, train, supervise, organize, and review the work of assigned staff involved in the installation, repair and maintenance of wastewater treatment plants and equipment.
- Recommend and implement goals, objectives, policies, and procedures for providing wastewater treatment maintenance and repair programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Organize work schedules for a continuous, around the clock operation.
- Read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring and pneumatic diagrams.
- Use math and mathematical reasoning.
- Organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Work under changing, intensive deadlines with frequent interruptions.
- Maintain records and files.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Learn and apply new information or skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:	<u>Education:</u> Equivalent to the completion of the twelfth grade supplemented by college level course work in mechanical engineering, chemistry, biology or a related field.
	<u>Experience:</u> Six years of responsible wastewater treatment plant maintenance and repair experience including one year of lead supervisory responsibility.
	<u>Licenses; Certificates; Special Requirements:</u> A valid Class C California driver's license is required.
	Possession of, or ability to obtain, a State of California CWEA Grade III Mechanical Technologist Certificate.

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.

Physical and Environmental Conditions:	<u>Physical:</u> Sufficient physical ability to work in a treatment plant and office setting and operate plant and office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop; grasp, repetitive hand movement and fine coordination in preparing reports using a computer key board.
	<u>Vision:</u> See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. <u>Hearing:</u> Hear in the normal audio range with or without correction.
	<u>Environment:</u> Wastewater treatment plant and standard office setting; occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, noise, dust, grease, fumes, gases, potentially hazardous chemicals, and electrical energy; work around water or wastewater; infrequently works near moving mechanical parts, in precarious places, and around loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: