

WASTEWATER TREATMENT PLANT OPERATIONS SUPERVISOR
Code Number: 24252

*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.*

SUMMARY DESCRIPTION

Under direction, supervises, assigns, and reviews the work of staff responsible for operating and maintaining a Class Wastewater treatment plant in compliance with local, state and federal regulations ; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; serves as Chief Plant Operator as needed ; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Wastewater Treatment Plant Operations Supervisor assumes responsibility for supervising and overseeing all wastewater treatment plant operations on an assigned shift. 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 Operations Supervisor's work time is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence.

CORE COMPETENCIES

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

- 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.

CITY OF THOUSAND OAKS

Wastewater Treatment Plant Operations Supervisor (*Continued*)

- Participates in the selection of plant operations staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing plant operations 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 value
- 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.
- Reviews all operational and laboratory data to determine if plant is operating correctly and effectively; ensures plant compliance with current waste discharge requirements as established by local, state, and federal agencies; adjusts treatment processes as necessary to meet compliance.
- Determines proper operation and process parameters for the plant and supervises their implementation.
- Applies for and maintains equipment-related permits from regulatory and environmental agencies.
- Works with laboratory staff on water quality issues, reports that are generated, and quality control issues.
- Performs the more technical and complex tasks of the work unit including preparing technical reports and performing a variety of operational calculations to improve operations and reduce costs.
- Maintains an inventory of chemicals necessary for the efficient operations of the wastewater treatment plant.
- Trains staff in new plant operations methods, procedures, and techniques; enforces plant safety regulations.
- Assists consulting engineers with plant studies, new construction projects or plant modification projects; reviews plans; coordinates construction start-ups; coordinates any take downs of unit processes; responds to questions or plant issues from engineers during projects as necessary; ensures compliance with contract specifications, drawings and safety requirements.
- Oversees temporary employees and/or labor crews brought in for cleanup activities on special projects.
- Performs the full range of Wastewater Treatment Plant Operator duties as necessary.
- Reviews maintenance issues and preventive maintenance programs with operations and maintenance staff; works with other staff to coordinate plant equipment preventive maintenance.
- Prepares analytical and statistical reports on operations and activities; reviews and replies to emails in regards to plant operations; maintains records, files and prepares special reports as necessary.
- Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

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.

Knowledge of:

- Operations, services, and activities of a wastewater treatment plant program.
- Principles, practices and methods of operating a wastewater treatment facility including but not limited to: preliminary, primary, secondary, and tertiary treatment, disinfection, nitrification and denitrification, anaerobic digestion, biosolids dewatering, renewable energy production and other aspects of treatment and/or reuse of treated wastewater.
- Current wastewater practices and new changes in process controls.
- Methods and techniques of wastewater treatment plant operations and discharge compliance. Principles of supervision, training, and performance evaluation.
- Equipment and material requirements for plant operations.
- Safety regulations associated with wastewater treatment plant operations.
- Purchasing practices and procedures, including the drafting of specifications for chemicals and equipment.
- Principles and procedures of record keeping and filing.
- 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 plant programs.
 - Select, train, supervise, organize, and review the work of assigned staff involved in wastewater treatment plant operations.
 - Recommend and implement goals, objectives, policies, and procedures for providing wastewater treatment plant programs.
 - Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
 - Supervise and participate in the operations of equipment commonly found in wastewater treatment plants.
 - Monitor and maintain plant processes at an optimal and cost-effective level.
 - Read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring and pneumatic diagrams.
 - Perform computer calculations as necessary to determine operations parameters.
 - Organize, set priorities and exercise sound independent judgment within areas of responsibility. 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.
 - 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.
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CITY OF THOUSAND OAKS

Wastewater Treatment Plant Operations Supervisor (Continued)

Education and Experience Guidelines - 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/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in chemistry, biology or a related field.

Experience:

Six years of responsible experience in the operation of wastewater treatment facilities including one year of lead supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

State of California Grade V Wastewater Treatment Plant Operator Certificate or ability to obtain within 18 months of employment.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

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: 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. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Wastewater treatment plant and office 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.

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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 superiors or by law.