



SUPERVISOR OF TREATMENT / FIELD OPERATIONS

ESSENTIAL FUNCTION

Supervises the operation and maintenance of a wastewater treatment plant and performs the duties as the registered Chief Plant Operator; supervises the collection system maintenance and performs as the registered Legally Responsible Official; supervises the laboratory and performs the duties as the registered Laboratory Director.

DISTINGUISHING CHARACTERISTICS

This classification is the supervisory level of all technical classifications at SAM and performs the most complex operations, maintenance, reporting and supervisory tasks and duties at the treatment plant and in the field. Supervisory duties over other SAM staff may be assigned.

ESSENTIAL DUTIES

Employees in this classification series may perform any combination of duties assigned to this classification series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification.

Supervise the operation and maintenance of a secondary treatment plant and pumping stations, including transmission piping, to ensure reliable flow and processing of wastewater, sludge and effluent in compliance with all legal and regulatory requirements.

Supervise the collection system maintenance of member agency collection systems to ensure system performance and stoppage reduction.

Oversee, and participate in, the plant preventative and repair maintenance programs, including the processing on computerized information.

Oversee and participate in plant laboratory functions.

Establish process control and operating parameters to be maintained by operating staff.

Establish and oversee procedures for the maintenance of shift logs and the recording of meter and gauge readings.

Oversee, and participate in, the maintenance mechanics in the evaluation of equipment, prioritizing repair assignments, requisition of spare parts and other maintenance needs.

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Oversee, and participate in, all aspects of the SAM laboratory management, contract laboratories and laboratory work done by operations staff.

Work with operations staff to calculate the loading and flow rates and set equipment accordingly.

Supervise and train assigned staff; prepare work schedules for all assigned staff.

Respond to daytime or after-hours emergency conditions such as storms, natural disasters, civil emergencies and system malfunctions.

Set objectives for and review/evaluate performance of subordinate employees.

Recommend disciplinary action or other corrective action to subordinate personnel.

Assist in the preparation of treatment, environmental compliance, and contract collection system budgets.

Develops, amends and interprets existing policies, procedures and regulations concerning operational matters.

Prepares needs assessments as well as group and individual training and development plans.

Maintain strong computer skills to enable use of spreadsheets, databases and document generation to carry out SAM's mission.

Maintain computerized plant maintenance management and collections system maintenance management programs.

Prepare detailed reports for the General Manager and Member Agencies as required.

Attend, and participate in, monthly Board of Director meetings.

Promote and participate in equipment, process and safety training.

Lead and participate in collection of samples and perform routine laboratory tests and interpret results.

Employees will perform any other duties that are appropriate for the scope and level of responsibility in this series.

KNOWLEDGE AND ABILITIES

Knowledge of the following is required to perform the essential duties of this classification.

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- Principles and practices necessary in the operation and maintenance of a secondary wastewater treatment plant including the operation and maintenance of wastewater machinery.
- Principles and practices necessary in the operation and maintenance of collection systems including gravity pipe, force mains, pump stations and machinery used.
- SAM wastewater treatment operating and maintenance procedures and policies.
- Safe work practices of supervision and training.
- Requirements of regulatory agencies as they apply to discharge of treated wastes.
- Principles and practices of supervision and training.
- Basic laboratory management.
- Level of computer proficiency consistent with the needs of the position.

Ability to do the following is required to perform the essential duties of this classification.

- Understand and carry out oral and written instructions.
- Communicate both orally and in writing in a professional manner.
- Prepare detailed written reports
- Supervise and train subordinate employees
- Prepare a budget and maintain costs within a budget.
- Proficiently use a computer with spreadsheet, word processing, database and specialized software.
- Respond to emergencies as required.
- Planning, organizing and overseeing operations and maintenance of SAM facilities.
- Developing and implementing improvements to systems and operations which can improve the operational effectiveness of the agency.
- Operating the listed tools and equipment.

EDUCATION AND EXPERIENCE

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

Experience

Five years of full-time experience as an Wastewater Treatment Plant Operator. Two years of full-time experience of plant maintenance mechanic may be substituted for two years of treatment plant operator experience.

Education

High school diploma, or equivalent, supplemented by courses necessary for certification. An AA or AS degree in biology, chemistry, or related field, from an accredited college may be substituted for one year of the required experience.

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License or Certificate

Possession of a Grade III California Wastewater Treatment Plant Operator certificate issued by the State of California Water Resources Control Board. Incumbent must obtain a Grade IV Wastewater Treatment Plant Operator certificate within 24 months of hire or promotion.

Possession of a Grade I Laboratory Analyst certificate issued by CWEA. A Grade II certificate is highly desirable.

Must obtain a Grade I Collection System Maintenance Certificate from the California Water Environment Association (CWEA) within 12 months of hire or promotion. A Grade II certificate is highly desirable.

Must obtain a Grade I Mechanical Technologist certificate issued by CWEA within 12 months of hire or promotion. A Grade II certificate is highly desirable.

Possession of a Grade I Environmental Compliance Inspector certificate issued by CWEA within 12 months of hire or promotion. A Grade II certificate is highly desirable.

OTHER REQUIREMENTS

Must have and maintain a satisfactory driving record and be insurable by SAM for the operation of SAM vehicles. Possession of a valid State of California driver's license of the required category, compliance with established SAM vehicle operation standards.

Have or obtain valid First Aid and CPR certificates within one year of hire or promotion.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Employees of SAM are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the

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protection of public health and safety or the preservation of lives and property, either at the District or within the local or their own community.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Overtime: Exempt

Collective Bargaining Representation Unit: Local 39

Appointment and Removal Authority: General Manager

Approved: 7/13/16