

CITY OF RIVERBANK

WASTEWATER TREATMENT PLANT SUPERVISOR

*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 qualifications of incumbents within the position.*

DEFINITION:

Under direction, supervises, evaluates, plans, and participates in the day-to-day operations and mechanical maintenance and repairs of the City's wastewater treatment plant and facilities; oversees water quality laboratory testing and reporting; assists in the preparation and administration of the Division budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other City services and departments; represents plant operations with government control agencies; ensures safe work practices, work quality, and accuracy; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Wastewater Treatment Plant Supervisor** is a supervisory level class within the Public Works Department responsible for assigning and supervising the day-to-day operation, development, repair, and maintenance of the City's wastewater treatment facilities. This classification is distinguished from the next higher classification of Assistant Public Works Director, which is responsible for the management of several divisions in the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Assistant Public Works Director. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, supervises, and oversees the operation of a wastewater treatment plant ensuring compliance with state, federal, and local mandates for water quality; makes plant operation modifications as needed.
- Supervises and performs tasks related to the maintenance and repair of wastewater treatment plant facilities, equipment, and related control systems.
- Oversees water pollution control sampling, testing, and analysis programs, and is accountable for operations and systems modifications based on test results.
- Monitors and ensures industrial compliance with City permits; takes appropriate action when necessary to gain compliance.
- Prepares water quality and industrial waste reports; conducts inspections to identify maintenance and repair needs and for proper work project completion.

WASTEWATER TREATMENT PLANT SUPERVISOR

Page 2

- Ensures that mechanical equipment receives proper lubrication, overhauling, and inspection including pumps and valves; ensures proper calibration of instruments; may perform plant operation and maintenance assignments.
- Supervises the maintenance of facilities, grounds, and ponds.
- Evaluates staffing requirements and utilization of staff; supervises, evaluates, and trains assigned staff; develops and directs staff safety training programs; schedules staff work assignments.
- Assists the management staff with operating and capital improvement budgets; monitors budget expenditures; prepares project cost estimates and analysis.
- May be assigned to assist other City maintenance divisions/departments in completion of projects or assignments.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces. The incumbent may be required to respond to emergency call outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Wastewater Treatment Plant Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years experience in the operation, mechanical maintenance, and repair of a wastewater treatment facility including two in a supervisory or lead capacity, and possession of a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license; possession of a Grade II Certification as a Wastewater Plant Operator from the State Water Resources Quality Control Board.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, and techniques of wastewater treatment plant operations quality assurance and operation functions; process controls and systems maintenance; testing methods and procedures, including qualitative and quantitative analysis; design, planning, and development of wastewater treatment facilities; cost, time, and materials estimating; principles and practices of bacteriological and sampling techniques and mathematical analysis; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations governing wastewater treatment, quality monitoring, and control; principles and practices of wastewater collection; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, and supervise the operation of a wastewater treatment plant and associated collection systems; ensure equipment is maintained appropriately; ensure water quality laboratory testing and analysis, including chemical and bacteriological laboratory tests are conducted in accordance with mandates at appropriate laboratories; analyze and interpret laboratory tests and make modifications to wastewater treatment plant operations, and take corrective and preventive measures; read and interpret plant operations equipment; prepare and submit comprehensive and mandated reports; perform plant operation and maintenance assignments; represent the City's wastewater treatment functions with other governmental agencies and community groups; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the analysis and testing of wastewater samples.