

WASTEWATER SYSTEM SUPERVISOR

DEFINITION

Under direction, plans, coordinates, assigns, participates in, and supervises the day-to-day operational activities, services and staff for assigned areas in the Wastewater Management Division of the Department of Public Utilities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Wastewater Manager or designee. Exercises direct supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Wastewater System Supervisor is a first-line supervisory class. The incumbent supervises and is responsible for the day-to-day activities in the Wastewater Management Division within an assigned area which may include Field Maintenance, Plant Maintenance, Mechanical Maintenance, Power Generation and Electrical Maintenance. This class is distinguished from Wastewater Manager in which incumbents of the latter may be responsible for multiple sections of the Wastewater Division. The incumbent may be required to work any shift, weekends and holidays.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans, schedules, supervises and coordinates the day-to-day activities of assigned staff performing work in the City's Wastewater Management Division.

Selects, trains and evaluates the performance of assigned staff and makes hiring and disciplinary recommendations.

Ensures adherence to policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.

Reads and interprets a variety of utility plans, blueprints, engineered drawings and written specifications.

Responds to questions and complaints from the public and /or other agencies regarding wastewater system issues; evaluates situations, develop solutions, explains findings and notifies appropriate officials and City staff; coordinates activities with other departments and outside agencies as needed.

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Participates in goal setting, budgeting, strategic planning and organizational development, including preparing cost estimates for budget recommendations and monitoring project expenditures.

Routinely records and reports work activities and makes recommendations for staffing modifications and improvements to the wastewater systems.

Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient division operations.

Participates in the development and evaluation of programs, policies and procedures designed to enhance and maintain statutory compliance, service delivery, protect capital investment, and other environmental control goals and objectives.

Identifies system deficiencies and performance; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement strategies.

Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.

Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.

May be required, depending on assignment, to wear and use Personal Protective Equipment (PPE).

Perform related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, procedures, equipment, and techniques in assigned area of responsibility.

Applicable federal, state and local laws, codes, rules and regulations.

Principles and practices of effective employee supervision, including selection, training, development, evaluation, and discipline.

Safety principles, practices and programs, requirements and occupational hazards.

Skills to:

Operate modern office equipment including computer equipment and a variety of software applications and programs.

Operate a motor vehicle safely.

Think critically and analytically.

Ability to:

Interpret, analyze, apply, and enforce applicable federal, state, and local statutes, codes, rules, laws, regulations, procedures, and practices.

Assist with budget estimates; monitor budget expenditures.

Perform mathematical calculations.

Establish and maintain effective working relationships at all organizational levels, including the public.

Record, maintain and interpret accurate and concise records and prepare a variety of comprehensive administrative and technical documents, reports and presentations.

Develop and conduct effective training and safety programs.

Communicate effectively, orally and in writing.

Evaluate potential resource arrangements with other utilities/agencies, and participate in the development of strategic business plans.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in a directly related field; **AND** one (1) year of full-time lead work experience in water quality, monitoring, collection, distribution or maintenance of a wastewater facility. Additional years of qualifying experience may be substituted for the required education on a year for year basis.

Special Requirement(s):

At time of appointment must possess and maintain for the entire term of employment in this class, a valid Class C California Driver's License. Possession of a valid Commercial Class B California Driver's License may be required depending upon assignment.

Based upon assignment, may require one or more licenses or certifications related to

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the specific technical discipline as mandated by a national, state or locally recognized agency.

For assignment to Wastewater Electrical Maintenance:

- Possession and maintenance of a California State Electrician's Certificate of Competency within 12 months of appointment.

Failure to obtain and continue to maintain the valid certification within the specified time period shall be cause for termination from this class.

Recruitment may be limited to a specific operational area of expertise as required by operational needs. Operational areas of expertise include, but are not limited to, those detailed below:

Wastewater System Field, Plant, Mechanical or Electrical Maintenance
Wastewater System Power Generation

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 5.18.17

NEW: 5/18/17