

1. DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of assigned wastewater operations staff within the Engineering and Operations Department; plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned wastewater system maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the operation, maintenance and repair of District wastewater treatment facilities and wastewater collection systems; works cooperatively with the Water Supervisor on staff scheduling and on special projects; supervises water operations staff in the absence of the Water Supervisor; provides technical assistance to the Director of Engineering and Operations and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

2. SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Engineering and Operations. Exercises direct and general supervision over lower-level staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

3. CLASS CHARACTERISTICS

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of the wastewater operations. Incumbents are expected to independently perform the full range of wastewater system maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Engineering and Operations in that the latter has management responsibility for all utility engineering, operations and maintenance functions and activities of the District.

4. EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- A. Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Engineering and Operations Department.
- B. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- C. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- D. Supervises water operations staff in the absence of Water Supervisor.
- E. Monitors operations and activities of the wastewater operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- F. Develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- G. Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation;

- prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- H. Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.
 - I. Performs the most complex wastewater operations duties and provides technical assistance to crews.
 - J. Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
 - K. Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
 - L. Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
 - M. Supervise operation, maintenance and repair of two wastewater treatment and reclamation facilities including but not limited to headworks, aeration, clarification, chemical feed systems, plant process water, electrical system, biosolids processing and disposal, effluent disposal, and SCADA.
 - N. Supervise and perform collection system flushing with sewer vacuum truck/hydrocleaner, cleaning of manholes, sewer lift stations and TV inspection of sewer lines, respond to and direct emergency repairs as appropriate.
 - O. Performs line locating, inspect sewer mains and laterals for new construction as necessary.
 - P. Perform a variety of skilled mechanical installation, maintenance and repair of pumps and chemical feed systems; maintain and repair pneumatic, hydraulic and electronic control systems.
 - Q. Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
 - R. Performs and supervises confined space entry.
 - S. Responds to emergency situations as necessary.
 - T. Assists Water Supervisor on projects, as assigned, involving coordination of crews.
 - U. Track performance goals.
 - V. Prepares regulatory reports.
 - W. Performs other duties as assigned.

5. QUALIFICATIONS

Knowledge of:

- A. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- B. Principles and practices of wastewater operations and maintenance program development and administration.
- C. Principles, practices, equipment, tools and materials of wastewater system construction, maintenance, and repair.
- D. Basic principles of contract administration for wastewater system maintenance and repair projects.
- E. Basic principles and practices of budget and capital improvement program development, administration, and accountability.

- F. Safety principles, practices, and procedures of wastewater facilities and systems, including equipment and hazardous materials.
- G. Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- H. Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of wastewater system infrastructure and facilities.
- I. Operation, materials, and methods of wastewater system construction, collection, and treatment.
- J. Basic principles and procedures of record keeping.
- K. Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- L. Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- M. Modern office practices, methods and computer equipment.
- N. Computer applications related to the work, including Microsoft Word, Excel, and Outlook as well as computer tracking programs for facility maintenance activities.
- O. English usage, grammar, spelling, vocabulary, and punctuation.
- P. Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- Q. Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- A. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- B. Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- C. Organize, implement, and direct wastewater system maintenance and operations activities.
- D. Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws and regulations.
- E. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- F. Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- G. Perform the most complex maintenance duties and operate related equipment safely and effectively.
- H. Plan, coordinate, oversee, and track facility maintenance and repair activities.
- I. Perform routine installation, repair and maintenance activities of wastewater collection system and water distribution system.
- J. Lead in diagnosis, disassembly and repair of routine wastewater lift station equipment.
- K. Perform preventive maintenance on wastewater system equipment per preventive maintenance schedule.
- L. Oversee and maintain a variety of maintenance and repair records.
- M. Work independently and exercise higher level of responsibility in the absence of the Superintendent.
- N. Accurately determine mechanical repair needs.

- O. Develop contract specifications for wastewater system maintenance contracts; administer such contracts.
- P. Develop cost estimates for supplies and equipment.
- Q. Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- R. Maintain accurate records and files of work performed.
- S. Make sound, independent decisions within established policy and procedural guidelines.
- T. Organize own work, set priorities and meet critical time deadlines.
- U. Operate modern office equipment including computer equipment and software programs.
- V. Use English effectively to communicate in person, over the telephone and in writing.
- W. Use fact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- X. Establish and maintain effective working relationships with those contacted in the course of work.

Skill in:

6. PHYSICAL CHARACTERISTICS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field around water and wastewater facilities and systems; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

7. WORKING CONDITIONS

8. ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees interact with upset public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

9. EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of progressive field experience in the operation and maintenance of wastewater collection and treatment facilities. Supplemental college coursework in wastewater sciences or related field is desirable.

10. LICENSES

- A. Must have a valid California Class C driver's license with satisfactory driving record.
- B. Must have Grade III Wastewater Treatment Operator Certificate issued by the California State Water Resources Control Board.
- C. Must obtain a Grade 1 Lab Analyst Certification from the California Water Environment Association within 12 months.
- D. Must obtain Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association within 24 months.
- E. Must obtain have Grade II Water Distribution Operator Certification issued by the State of California within 24 months.
- F. Grade II Water Treatment Plant Operator Certificate issued by the State of California highly desirable.

11. OTHER REQUIREMENTS

Regular on-call duty for response to off-hours water and wastewater emergency situations is required. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back. Work hours are subject to 24-hour emergency callbacks and standby and requires working varying hours, overtime, weekends and holidays.