

CITY OF LATHROP

UTILITY 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 limited direction plans, organizes, coordinates and directs the operations and maintenance of the City's water treatment plant, water distribution, sewer collection, recycled water, storm drain system, facilities and related appurtenances in compliance with state and federal requirements; conducts inspections of plant and equipment; prepares a variety of maintenance records and reports; responsible for completion of water analysis and lab work; supervises assigned personnel and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Utility Plant Supervisor is the advanced journey-level and lead-level supervisory class in the Utility Operator series. Incumbents provide first-line supervision, training and technical assistance to assigned operations staff. Duties and responsibilities are broad in scope and are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through conferences, inspection and analysis of records, reports, and plant performance. The work of this class involves significant accountability and independent decision-making responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from of the Public Works Director, or designee. Exercises functional and technical supervision over lower level personnel.

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

- Supervises, trains, and evaluates the performance of assigned personnel; recommends disciplinary action as appropriate.
- Maintains compliance with Hazardous Waste and Hazardous Material regulatory compliance, monitoring, training and reporting.
- Responsible for support of the water operations as it relates to the water distribution systems which includes meeting water demands, monitoring water pressures, ensuring availability of fire flows, providing desired and minimum chlorine residuals.
- Prepares, submits, and maintains a variety of regulatory sampling, reporting, and related documentation.
- Daily monitoring of water operations using SCADA, review of field data, laboratory water quality results, water operation reports and checklists generated by staff.
- Responsible for the other Utility Maintenance activities, including installing, inspecting and repairing water lines, sewer lines, lift stations and storm drains; ensures regular monitoring of all well sites, booster pumps and lift stations; supervises and participates in the operation of construction and maintenance equipment and/or machinery including construction vehicles, power tools and related equipment.
- Site Supervisor for the City's Recycled Water Supply System.
- Coordinate water deliveries with South San Joaquin Irrigation District

- Monitor and confirm scheduling of routine maintenance and maintenance oversight and advisement.
- Educates and enforces staff compliance with Departmental/City/State/Federal policies, procedures, regulatory requirements, and safety practices.
- Prepares and maintains employee work schedules; assigns work duties and monitors the quality and progress of work performed by staff.
- Conducts inspections of distribution and treatment facilities and systems; evaluates plant conditions; identifies and determines maintenance requirements.
- Monitors and ensures facilities, systems, and equipment are safely and properly maintained in accordance with all applicable regulatory requirements.
- Observes and assesses operational practices; recommends and implements changes necessary to improve operational effectiveness and/or efficiency.
- Participates in the development of the utility maintenance budget; assists in monitoring the approved budget; coordinates with outside vendors for various supplies and services; oversees and maintains the inventory, maintenance and operating condition of departmental tools, equipment and supplies; requisitions and orders needed materials, parts and equipment.
- Addresses and responds to customer service questions, inquiries and concerns; establishes and maintains a customer service orientation within the Unit.
- 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, and making repetitive hand movement in the performance of daily duties. Use office equipment such as personal computers is required. The position also requires both near and far vision when inspecting work and operating 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 outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, enter confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

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 Utility Plant Supervisor. A typical way of obtaining the required qualifications is to possess the equivalent of 5 years' experience as a Utility Operator III and possession of a high school diploma or equivalent.

License/Certificate:

- Possession of or ability to obtain a valid California Class B Driver's License is highly desirable.
- Possession of and ability to maintain a State of California Water Treatment Operator Grade T-3, State of California Distribution Operator Grade D-3, Cross Connection Control Specialist Certification issued AAWA and General Backflow Tester certification issued AAWA.

Training Requirements:

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), DOT Hazmat Shipper Function Specific Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Initial Training (40 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Refresher Training (8 hour).
- Refresher - DOT Hazmat Shipper Function Specific Training (4 hour) required every 3 years.

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

Knowledge of:

Modern practices, techniques and materials used in the operation, maintenance and repair of water distribution, recycled water distribution, sewer collection and storm drain systems, and backflow cross-connection systems; operational characteristics of standard construction and maintenance tools and equipment; traffic control methods and regulations; confined space entry procedures; safety requirements for operation of trucks, construction vehicles and other equipment; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance, repair and operational work in water distribution, recycled water distribution, sewer collection, storm drainage, street systems, and backflow cross-connection systems; operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after-hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; 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:

Safely and effectively operate a variety of maintenance equipment, tools and materials.

HISTORICAL DATA

Adopted: April 8, 2019 by Resolution: 19-4530
Bargaining Unit: LMCEA; FLSA Status: Exempt