

CITY OF LATHROP

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 processing and water quality laboratory testing; 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 department; 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 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 Director of Public Works/City Engineer, which is responsible for the overall management of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Public Works/City Engineer or assigned management personnel. 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 modification 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 laboratory testing and analysis programs, and is accountable for operating and systems modification based on test results.
- Prepares water quality and industrial waste reports; conducts inspections to identify maintenance and repair needs and for proper work project completion.
- Evaluates and recommends the best use of vehicles and other equipment; ensures that mechanical equipment receives proper lubrication, overhauling and inspection; ensures proper calibration of pneumatic instruments; may perform plant operation and maintenance assignments.

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- 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 Director of Public Works/City Engineer and other management staff with operating and capital improvement budgets; monitors budget expenditures; prepares project cost estimates and analysis.
- Serves on committees; represents the City's wastewater treatment functions in public relations activities; addresses, investigates and responds
- 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. 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 of supervisory or lead capacity experience in the operation, mechanical maintenance and repair of a wastewater treatment facility, or the performance of related work, 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 III Certification as a Wastewater Plant Operator from the California State Water Resources 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 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; 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; perform on-site laboratory test; 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 decision 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.