

WATER AND WASTEWATER OPERATIONS SUPERINTENDENT

DEFINITION

To plan, organize, direct and coordinate the activities of the Water and Wastewater Division within the Utilities Department including water quality testing, maintenance and control of the wastewater, reclaimed water, and water treatment systems; serve as Chief Plant Operator for both water and wastewater treatment facilities; to coordinate the Water and Wastewater Division activities with other divisions and departments; and to provide highly complex staff assistance to the Utility Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utility Director.

Exercises direct supervision over assigned technical operations staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct Water and Wastewater Division activities including drinking water quality testing, maintenance, collection and control of wastewater, production and distribution of recycled water and reclaimed water, and operations and maintenance of water treatment systems, storage and pumping systems.

Direct, oversee and participate in the development of the Water and Wastewater Division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Assist with the preparation of the Water and Wastewater Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient, safe and professional operation of the department.

Ensure that State and Federal OSHA and reporting requirements, regulations and obligations are met timely including regulatory compliance of water production, wastewater, and recycled water functions; ensure that requirements for operating permits are met; prepare for the City Engineer's approval and renewal wastewater discharge permits for various wastewater customers.

Assist in the development and implementation of capital and maintenance replacement projects, resource planning, and work standards for the Water and Wastewater Division

Research and select appropriate equipment, materials, and supplies to ensure that departmental objectives are met and a reasonable inventory maintained; manage capital and maintenance projects as assigned.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of wastewater system collection maintenance and operational reporting requirement terminology and practices.

Safety regulations and practices.

Principles of water treatment, production, and distribution regulation terminology and practices.

Methods and procedures of tertiary wastewater treatment facilities utilizing membrane bioreactors and recycled water reuse facilities.

Methods and procedures of micro-filtration water treatment facilities utilizing surface water as source water and well field operations, production and maintenance.

Principles and practices associated with the management of capital improvement projects and ongoing operational programs.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Theories, principles, techniques, and equipment used in construction, maintenance, and repair activities.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the water and wastewater operations for the City.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in water and wastewater distribution and treatment systems including two years of supervisory responsibility.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in business, public administration, environmental science or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a Grade IV Wastewater Plant Operator certificate from the California State Water Resources Control Board.

Possession of a Grade 3 Water Treatment Plant Operator certificate from the California State Water Resources Control Board.

Possession of a Grade 2 Water Distribution Operator certificate from the California State Water Resources Control Board.