



# CITY OF LAKEPORT

## WASTEWATER SYSTEMS SUPERVISOR I, II

### Job Description

#### **DEFINITION**

Under limited supervision, plans, supervises and reviews the work of staff performing operational duties involved in the operation and maintenance of a wastewater collection, treatment, disposal facilities and related facilities; personally performs the work supervised; performs related work as assigned.

#### **CLASS CHARACTERISTICS**

Wastewater Systems Supervisor I is the Chief Operator in wastewater collection, treatment and reclamation operation.

Wastewater Systems Supervisor II is the Chief Operator in wastewater collection, treatment and reclamation and qualified to effectively operate the water treatment and distribution system.

#### **ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Plans, assigns, supervises, reviews and evaluates the operation, maintenance and cleaning of wastewater collection, treatment, disposal facilities, equipment and facilities. Ensures that operations are in compliance with regulatory requirements.

Periodically inspects lift stations, collection system, treatment, storage and disposal facilities; reviews operating procedures to ensure adherence to maintenance, operation, and safety procedures; performs or directs servicing or repair of equipment; adjusts operating schedules as required to meet changing conditions and emergencies; reads and interprets plant piping and distribution plans; locates and troubleshoots plant malfunctions including electrical systems and makes necessary repairs or modifications.

Performs and directs preventive maintenance and repair operations, painting, and facility and grounds maintenance activities; performs all operations duties required to operate the wastewater treatment plant; lift stations, and disposal facilities.

Monitors operations through SCADA and visual means; checks the computer for alarms and other readings such as lift station level trending, equipment summary readings and flow totals.

Evaluates work methods and operations; estimates time and material costs; requisitions supplies and equipment; evaluates and institutes changes in work methods and priorities; institutes changes to increase effectiveness to meet department objectives; assists in developing the section's budget; monitors expenditures.

Reviews project plans and drawings with staff, making changes based on field observations and operational problems; inspects projects in progress and upon completion; provides technical advise and assistance on problems and/or unusual situations.

Maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and monthly reports.

Plans, organizes, and assigns work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; recommends and implements disciplinary action; establishes and implements safety programs and coordinates the training of subordinates.

Meets with the public and investigates complaints; provides relevant information.

Coordinates work with other agencies, divisions and sections; responds to questions and complaints from the public and other agencies.

Responds to emergency situations; operates a variety of equipment including backhoe, dump truck and loader. Standby (after hours on-call) duties as required.

## **QUALIFICATIONS GUIDELINES**

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and two years of increasingly responsible experience in a wastewater collection and treatment facility or at a level equivalent to the Wastewater Facilities Operator II.

### Knowledge, Skills and Abilities

Wastewater Systems Supervisor I: Thorough knowledge of the principles and practices of employee supervision, including selection, training, work evaluation and discipline; operation and routine preventive maintenance of wastewater reclamation facilities and equipment; modern wastewater treatment and reclamation principles and practices; safety and public health rules, codes, and regulations pertaining to the work; methods and precautions in storing and handling chlorine and other hazardous gases and chemicals; shop mathematics; wastewater sampling and standard process control tests; technical, electrical and hydraulic principles as they relate to the operation of a wastewater treatment system; operations of the SCADA system, computers and a variety of software programs.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, and staff; plan, direct, and coordinate the work of staff engaged in operating and maintaining a treatment plant; train, supervise and evaluate employees; read and interpret plans, maps, specifications and/or manuals; monitor operations through the SCADA system; make decisions regarding operational and personnel functions; estimate labor, material and equipment needs; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; assist in developing comprehensive plans to meet future needs/ services; deal constructively with conflict and develop effective resolutions; assist in planning and enforcing a balanced budget; interpret financial statements and cost accounting reports; operate and maintain a variety of tools and equipment; meet the physical requirements established by the City.

Wastewater Systems Supervisor II Thorough knowledge of the principles and practices of employee supervision, including selection, training, work evaluation and discipline; operation and routine preventive maintenance of wastewater reclamation facilities and equipment; modern wastewater treatment and reclamation principles and practices; safety and public health rules, codes, and regulations pertaining to the work; methods and precautions in storing and handling chlorine and other hazardous gases and chemicals; shop mathematics; wastewater sampling and standard process control tests; technical, electrical and hydraulic principles as they relate to the operation of a wastewater treatment system; operations of the SCADA system, computers and a variety of software programs.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large,

and staff; plan, direct, and coordinate the work of staff engaged in operating and maintaining a treatment plant; train, supervise and evaluate employees; read and interpret plans, maps, specifications and/or manuals; monitor operations through the SCADA system; make decisions regarding operational and personnel functions; estimate labor, material and equipment needs; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; assist in developing comprehensive plans to meet future needs/ services; deal constructively with conflict and develop effective resolutions; assist in planning and enforcing a balanced budget; interpret financial statements and cost accounting reports; operate and maintain a variety of tools and equipment; meet the physical requirements established by the City.

Ability to operate the water treatment plant and distribution system at a level equivalent to Utility Operator III level.

### Special Requirements

Possession of or ability to obtain a Class B California driver's license with Haz Mat, Tanker and Air Brake endorsements and a satisfactory driving record.

Wastewater Systems Supervisor I Possession of state-mandated certifications including but not limited to: Possession of a California Grade II Wastewater Treatment Plant Operator's License. Class B License.

Wastewater Systems Supervisor II Possession of state-mandated certifications including but not limited to: Possession of a California Grade II Wastewater, Grade II Water and Grade I Distribution Licenses. Class B License.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

## **PHYSICAL PROFILE:**

### CATEGORY III – HEAVY PHYSICAL EFFORT

#### DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

#### CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

#### OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment : Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	Level 1 = 43
CLASS RANGE NO.	Level 2 = 45
FLSA	Non-Exempt
ADOPTION DATE	
REVISION DATE	07/01/2017
APPROVED BY:	