

JOB DESCRIPTION
Water Reclamation Plant Shift Supervisor
Code Number: 44003

GENERAL PURPOSE

Under general direction, plans, schedules, lays out, supervises and participates in the work of operations personnel assigned to a large, state-of-the-art water reclamation plant; ensures the proper, efficient and safe operation of the treatment plant; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the lower level class of Water Reclamation Plant Operator III in that it is a full first line supervisor. It can be distinguished from the higher level class of Water Reclamation Plant Manager by the latter classification's managerial and administrative responsibilities.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Participates in the selection and training of treatment plant operations personnel.

Plans and evaluates the performance of assigned personnel; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with District personnel rules, policy and labor contract provisions.

Provides day-to-day leadership and works with assigned staff to ensure the proper, safe and efficient operation of a large, state-of-the-art waste water reclamation plant.

Provides technical assistance and advice to assigned plant operations personnel.

FLSA DETERMINATION: Meets executive exemption from overtime.

Provides for the training of assigned operations personnel in proper and safe plant operation.

Inspects treatment plant equipment to ensure its proper functioning, minimize interruptions in the treatment process, and to alleviate costly repairs; makes adjustments to operating equipment; performs semi-skilled and skilled maintenance and repairs to plant equipment and machinery; reports the need for major or specialized repairs to equipment, machinery and electrical and electronic systems; assists specialized trades personnel in making major and/or highly technical repairs to equipment, machinery and systems; ensures the timely completion of preventive maintenance activities on plant equipment and machinery.

Operates waste water treatment equipment, machinery and facilities by using manual, electronic and computer control systems to regulate and control processes.

Reads gauges, meters, charts and graphs, and operates pumps, valves, electric motors and related equipment.

Monitors systems; controls valves for emergency and scheduled shut down; troubleshoots, diagnoses and reports problems to appropriate personnel.

Determines the amount needed and, following prescribed instructions, adds chemicals and other substances to the treatment process.

Cleans tanks and other facilities; maintains buildings and grounds in a clean and orderly manner.

Collects water samples for quality control tests and analyzes samples using laboratory test equipment.

Receives chemical shipments; monitors unloading process and records into inventory; tests shipments for compliance to standards; checks chemical alarms and feed systems for leaks.

Responds to inquiries and complaints; responds to emergency situations as necessary.

Ensures the timely completion of preventive and predictive maintenance programs.

Researches new operational methods, techniques and equipment and recommends their application.

Submits requisitions for necessary tools, equipment and supplies.

Responsible for carrying out the District's safety program at the treatment plant; ensures subordinates follow safety practices in work methods and procedures; enforces proper

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safety procedures while working in dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

Maintains a variety of records, logs and reports; updates written manuals and instructions.

May fill in for the Plant Manager in the manager's absence.

Operates vehicle to travel to various District facilities.

Performs related duties as assigned.

CONTINUOUS IMPROVEMENT RELATED DUTIES

Supports and promotes the application of continuous improvement principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and techniques for operating pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems; functions and servicing requirements of the equipment used in a waste water treatment facility; principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses; relevant federal and state laws and regulations; computer applications related to the work, including modern, state-of-the-art supervisory control and data acquisition systems; safe work methods and safety regulations pertaining to the operation of a waste water treatment plant; District personnel rules, policies and labor contract provisions; principles and practices of effective supervision.

Ability to:

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Operate a variety of pumping, treatment and control equipment and machinery, including digital control equipment; accurately read meters, gauges, valve books, blueprints and schematic drawings; make mathematic calculations, including metrics; establish and maintain effective relationships with all levels of District management and staff in the course of the work; work independently and exercise sound judgment in performing assignments within general policy guidelines; understand and follow oral and written instructions; prepare basic records and reports of work performed; operate and maintain hand and power tools pertaining to the work; safety practices and procedures pertaining to the work; plan, organize, schedule, lay out and supervise the work of plant operations personnel; communicate effectively, orally and in writing.

Continuous Improvement Based Knowledge and Abilities

Knowledge of:

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; three years of experience in the operations of a waste water treatment plant and possession of a California State Wastewater Treatment Operator III certificate (Grade IV or Grade V is desired); or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

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Forklift certification, CPR certification, PSM/Chlorine awareness training, confined space/respiratory protection certification and fall protection training.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

While performing the duties of this class, employees are regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or new skills; interact with District staff, other organizations and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

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