



Treatment Plant Superintendent

DEFINITION:

To plan, organize and manage the Water Pollution Control Facility Operations, Recycled Water Production, Laboratory Operations and the Industrial Pretreatment Program. Working with Engineering, ensures the City's Water Pollution Control Facility operates complies within applicable Federal, State and Local regulations that including its NPDES discharge permit.

SUPERVISION RECEIVED AND EXERCISED:

The Director of Public Works or designee provides general direction. Provides direct or indirect supervision of all assigned personnel.

EXAMPLES OF DUTIES:

The following are typical illustrations of duties encompassed by the job class but are not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

- Ensure the proper management, operation, and maintenance of wastewater treatment, and recycled water production, as well as, additional City properties assigned to the Water Pollution Control program.
- Coordinate efforts to obtain and comply with State and Federal permits for wastewater discharge.
- Develop and implement goals, objectives and priorities. Monitor and make recommendations concerning compliance issues related to wastewater NPDES issues.
- Responsible for proper management of the Laboratory, the Industrial Pretreatment Program, and other programs assigned to Laboratory and Industrial Pretreatment staff...
- Provide information regarding the City's operation(s) on routine basis with State and Federal agencies, and other public entities.
- Participate in professional groups, committees and interact with the public regarding wastewater, pretreatment, and related programs.
- Coordinate maintenance operations and contract activities with vendors, contractors, and with other City Divisions as needed.
- Develop and manage annual budgets for assigned program areas.
- Implements policy and procedures based on the needs of the City/Programs.
- Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources.
- As part of a team, work with the City to compile, sign, and submit monitoring and compliance reports to appropriate State and Federal agencies.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to work on facilities and equipment affecting the public's health and safety.

OTHER JOB FUNCTIONS:

- Comply with applicable guidelines regarding the purchase of equipment and maintenance items.
- Develop or assist in developing equipment specifications and requisition of supplies and materials.
- Plan safety and training programs; ensure that safety precautions and regulations are adhered to by personnel assigned to the group and those working at sites under the purview of this position.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices necessary in operation and maintenance of a Class V Tertiary Wastewater Treatment Facility with flows over 10 MGD.
- Recycled water production, regulations and operations.
- State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater, laboratory operations, recycled water and industrial pretreatment programs.
- Handling, use, storage and disposal of hazardous materials associated with treatment and analysis of wastewater.
- Occupational hazards and safety precautions related to the collection, treatment, reuse, and disposal of wastewater.
- Basic understanding of chemical, biological and physical laboratory testing methods and procedures.
- Basic understanding of municipal storm water NPDES requirements.
- Work safety and accident prevention programs.
- Budget development and expenditure control, including development of capital improvement plans, SCADA control systems and the data management needed for evaluating treatment plant efficiency and overall performance.
- Personnel principles and practices including supervising, training, and performance evaluation.
- Principles and practices of leadership, motivation, team building and conflict resolution.

Skill to:

- Develop, interpret and implement Department policies.
- Plan, organize, and implement a comprehensive program for the maintenance and operations of the Water Pollution Control Facility, laboratory and pretreatment programs
- Read, write, and provide critical review of technical reports. Read and understand permits, which must be complied with in the operation of the facilities assigned to this position.

- Manage, coordinate, and evaluate the work of assigned personnel.

Ability to:

- Manage and direct a Class V Wastewater Tertiary Treatment Facility with flows over 10 MGD, Recycled Water, Laboratory Operations and the Industrial Pretreatment Program.
- Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records.
- Work independently, making appropriate decisions in fast paced, high-pressure situations.
- Prepare and present clear, concise competent reports.
- Communicate clearly and concisely, both orally and in writing.
- Supervise and train assigned personnel.
- Establish and maintain effective work relationships with other City Departments, divisions within Public Works and contractors in the performance of required duties.

Minimum Education and Experience:

Education:

Requires an Associate's degree in a technical field related to wastewater plant operations or closely related field, such as engineering, mechanical science, chemistry or biology.

A Bachelor's degree is desirable.

Experience:

Five (5) years of work experience involving the maintenance and operation of a water pollution control facility, (including laboratory), at least three (3) years of supervisory experience.

License and Certificate:

Required upon hire, possession of a valid California Driver's License.

Possession of a current Grade V Wastewater Treatment Plant Operators Certificate issued by the State of California Water Resources Control Board is desired.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, climbing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 25 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.