

WATER POLLUTION CONTROL FACILITY OPERATIONS SUPERVISOR

DEFINITION

Under general direction, the Water Pollution Control Facility (WPCF) Operations Supervisor is responsible for all day-to-day operational activities at the Water Pollution Control Facility. This classification is allocated to the WPCF Division of the Utilities and Environmental Services Department.

DISTINGUISHING CHARACTERISTICS

This is a management classification allocated to the Utilities and Environmental Services Division of the Public Works Department. The WPCF Operations Supervisor is responsible for direct supervision of daily operations at the WPCF. This position is distinguished from that of subordinate classifications by its responsibility for the supervision of work groups (i.e., WPCF operators). This position is distinguished from the WPCF Operations and Maintenance Manager position by the latter position's overall responsibility for the operations and maintenance functions of the City's WPCF.

SUPERVISION RECEIVED

General direction is provided by the WPCF Operations & Maintenance Manager and the WPCF Manager.

SUPERVISION EXERCISED

Responsibilities include direct supervision of operations staff members and oversight of day-to-day operations activities at the facility.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Assumes day-to-day responsibility for the continuous, effective, safe operation of the plant and the overall treatment process.

Ensures compliance with all applicable environmental and public health standards.

Plans, prioritizes, assigns, supervises and reviews plant operations and the work of Operations staff of the Water Pollution Control Facility under guidance of the WPCF Operations & Maintenance Manager and WPCF Manager.

ESSENTIAL DUTIES (continued)

Monitors plant processes and makes appropriate operational changes to ensure regulatory requirements, and City of Hayward's WPCF operational goals and objectives are met.

Reviews and analyzes WPCF Supervisory Control and Data Acquisition (SCADA) data, daily logs and laboratory tests, and makes necessary operational adjustments to maintain operation within prescribed parameters and discharge limits.

Supervises record keeping related to the WPCF operations and ensures that log entries are complete, accurate and timely.

Manages shift bidding, insures appropriate shift coverage, approves leave requests and prepares overtime approval requests.

Prepares clear, accurate and effective correspondence, reports, documents, specifications, procedures and other written materials.

Coordinates, monitors, and reviews work performed by outside contractors as assigned for impact on facility operations.

Plans and implements an active training program for other WPCF operators at all levels, and leads them in performing basic repair, maintenance, and testing activities.

Plays a key role in helping the WPCF Manager prepare for periodic regulatory inspections.

Implements an active safety training program that meets OSHA and other regulatory requirements, identifies and resolves safety issues, and leads bi-weekly safety tailgate meetings.

Maintains an inventory of operational parts, chemicals, materials and supplies, and makes purchases as needed in accordance with the City's purchasing policies and procedures.

Supervises, coaches, instructs, evaluates and recommends discipline for operations' staff.

Prepares performance evaluations for all WPCF operators at least on an annual basis and processes salary step increases in accordance with contractual agreements; ensures that the evaluations incorporate discussions of job-related goals and accomplishments.

Ensures that equipment, tools, materials and worksite are maintained in proper and safe condition.

Reviews and evaluates technical memorandums, drawings and specifications.

ESSENTIAL DUTIES (continued)

Reviews and evaluates capital improvement and replacement needs, and makes recommendations for projects for inclusion in the Capital Improvement Program.

Develops and updates standard operating procedures, and operation and maintenance manuals.

Coordinates special assignments as needed.

Responds to emergency situations, as needed.

Prepares and submits weekly operations report related to all aspects of WPCF operations.

Develops work schedules for WPCF Operators and sets staff work expectations.

Participates in group problem solving activities to identify process improvements and initiatives.

Assists all WPCF operators in preparing their timesheets.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, equipment, material, and tools used in the operation, cleaning and preventative maintenance of wastewater treatment and disposal facilities.

Operations, control and calculations involved in treating waste by the primary treatment and biofiltration methods, various modifications of secondary treatment process, and anaerobic digestion process.

National Pollutant Discharge Elimination System (NPDES) Permit provisions.

Safety principals associated with wastewater treatment, such as but not limited to: lock out/tag out, confined space entries, fall protection, energized electrical equipment, material safety data sheets, and personal protection equipment.

Sampling methods and tests used to check the effectiveness of such wastewater treatment processes, including the quality control of each element.

Equipment, piping and electrical systems used in a water pollution control facility and the tools, equipment and methods used in the basic repair.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

Principles and practices of effective supervision, training and performance evaluation.

Basics of analog and digital instrumentation.

SCADA operating systems and other computer applications related to operation and maintenance of a wastewater treatment facility.

Methods and precautions used in handling and storing hazardous chemicals.

Basic arithmetic.

Practical understanding of labeled water streams within plant (potable water, recycled water, etc.) and knowledge of regulatory requirements for each.

Ability to:

Effectively and frequently instruct, motivate, train and lead the work of subordinates.

Recognize need to adjust processes as necessary to ensure permit compliance, take appropriate actions, and keep higher level management informed of critical process issues.

Utilize SCADA as an operational process control and information tool.

Understand and follow oral and written directions.

Train assigned personnel in all aspects of safety related to wastewater treatment facilities, including job hazards and safety awareness for unusual or infrequent work activities.

Handle hazardous chemicals in a safe manner, using personal protection equipment.

Maintain and monitor accurate operating records and logs.

Recognize need for, and ability to direct assigned personnel in, minor mechanical repairs, maintenance work and preventative maintenance.

Establish and maintain positive and cooperative working relationships with subordinates and other City employees.

Communicate effectively, both orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Make basic arithmetic computations.

Follow department policies and procedures related to assigned duties.

Operate modern office equipment, including computers and specialized software applications.

Analyze and interpret information, make independent judgments and recommend appropriate solutions.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years of increasingly responsible experience working in a water pollution control facility while in possession of a Grade III certificate or higher, including one (1) year lead or supervisory experience.

Education:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade. College coursework in chemistry, biology, environmental science or other related fields preferred.

Licenses and Certifications:

Possession and maintenance of a valid Class C California Driver's License; possession and maintenance of a Grade III Certificate issued by the State Water Resources Control Board. Grade IV or higher preferred.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a field environment in various weather conditions; work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination; prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, stoop, squat, and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person,

and to small or large groups and be clearly understood; read and comprehend legal, technical, and SPECIAL REQUIREMENTS (continued)

complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations through the City and County to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

718CS03  
Created: July 2003  
Revised: July 2013  
AAP Group: 15  
FPPC Status: Non-Designated  
FLSA Status: Exempt