

WATER TREATMENT PLANT OPERATIONS SUPERVISOR

Definition

This is a management position. Under the direction of the Water Treatment Plant Superintendent, to assist in the planning, scheduling, training and supervision of District employees engaged in the operation, maintenance, and repair of the water treatment plant and facilities; and do related work as required.

Examples of Duties

- Assists the Water Treatment Plant Superintendent in preparing reports for various regulatory agencies.
- Plans, communicates and supervises daily plant activities and water treatment plant operators to insure compliance with all state and Federal regulations.
- Responsible for daily production and quality of plant operations.
- May represent the Water Treatment Plant Superintendent and the District in dealings with other agencies, contractors and others; and acts as Water Treatment Plant Superintendent during absences.
- Conducts on-site safety inspections, and has the authority to take necessary action.
- Administers a variety of training programs, including Process Safety Management Programs and Risk Management Plans.

Typical Physical Activities

- Travels regularly by vehicle inspecting District reservoirs and facilities.
- Occasionally works in an outdoor environment.
- Communicates orally with District staff and the public in face-to-face, one-to-one and group settings.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Walks on uneven terrain.
- Sits for extended periods.
- Hearing and vision within normal ranges.
- Regularly uses a telephone for communication.

Water Treatment Plant Operations Supervisor

Special Requirements

Possession of an appropriate California drivers license. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

Possession of State of California Water Treatment Plant Operator Certificate T-4, or proof of passing the California Water Treatment Plant Operator T-4 exam, or the ability to obtain a T-4 certificate within 24 months. Possession of State of California Water Distribution Certificate D-3 or ability to obtain a D-3 Certificate within 24 months.

Desired Qualifications

- College Degree
- Working knowledge of computer programs such as Microsoft Office and Excel

Employment Standards

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of:

- Principles of supervision and training.
- Practices and equipment used in the operation and maintenance of a water treatment plant and associated facilities.
- Principals, state regulations, safety regulations and practices used in the day-to-day operation of a water treatment plant.
- Detailed knowledge of and the ability to apply various water treatment chemicals.
- Working knowledge of S.C.A..D.A. systems.
- Principals and practices of maintaining a NPDES permit with the State Regional Water Quality Control Board.

Ability to:

- Plan, organize, schedule and supervise the work of others.
- Order and purchase materials or equipment in accordance to the annual budget.
- Assist in developing an operating budget.
- Train other employees.
- Follow technical directions with minimal supervision.
- Communicate effectively, both verbally and in writing.
- Establish and maintain cooperative working relationships with various professional groups and state regulatory agencies.
- Maintain the roll of District Representative, when special projects require District participation.