



# Marin Municipal Water District

## Assistant Superintendent of Water Treatment

### **DEFINITION**

Under direction assists the Superintendent of Water Treatment with: the planning, supervision, oversight and coordination of the operation and maintenance of the principal water treatment facilities and related treatment stations; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification is a mid-management position providing first-line supervisory role assisting in the management of water treatment operations; reviewing and evaluating water treatment operators and the effective and efficient operation of water treatment facilities. The incumbent participates in the operation and maintenance of treatment facilities and in the absence of the Superintendent of Water Treatment assumes responsibility for the Treatment Plant section which requires possession of a Grade 5 Treatment Operator's Certification to function as the Chief Operator of a T5 Treatment Facility.

### **EXAMPLES OF DUTIES**

- Plans, organizes, and directs the operations of the water treatment facilities, providing for adjustment of plant operations within prescribed limits to meet performance standards, changing conditions and emergencies;
- Assists in the planning and implementation of goals and objectives, establishing performance standards and evaluation of best methods for water treatment operations and processes;
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities, including development of Standard Operations Procedures (SOP) for plant operation and safety.
- May resolve complex technical problems in the process, technique and analysis of operational data to maintain and improve water quality standards and facility effectiveness and efficiencies;
- Provides instruction to operators, trains and evaluates work performance, may prepare and conduct performance evaluations of subordinates as assigned;

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- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct performance deficiencies; implements corrective action and may recommend discipline procedures;
- Ensures that working conditions are safe and employees are trained in safe work practices and procedures;
- Assists and participates in budget preparation and prepares cost estimates for budget recommendations, submits payment requests for equipment, supplies and materials; monitors and controls expenditures;
- Makes periodic inspections and reports of plant conditions to assure adherence to District policies and procedures;
- Identifies and reports on facility deficiencies and hazards, and recommends maintenance or improvements;
- Coordinates and directs special projects or programs related to water treatment facilities;
- Maintains time sheets, records, and statistics; prepares reports and correspondence;
- May conducts tours of water treatment facilities.

**QUALIFICATIONS FOR EMPLOYMENT**

**Knowledge of:**

- Principles and practices of water treatment plant operations;
- Basic principles and practices of effective supervision and training;
- Principles and practices of water chemistry and analysis and microbiological procedures as applicable to water treatment processes; standardized water quality tests;
- Operational principles of computer-based plant process sensory and control systems, instrumentation and electronic equipment;;
- Principles and practices of maintaining and calibrating a variety of water treatment facilities equipment;
- Operation and maintenance of water treatment plant equipment and facilities;
- Occupational health and safety regulations pertaining to the work;
- Basic techniques and methods of budgeting;
- Modern administrative methods and techniques, proper spelling, grammar, punctuation, and writing practices.

**Ability to:**

- Know and understand all aspects of water treatment operations, recognize unusual, inefficient, or dangerous operating conditions and take appropriate action;
- Supervise, plan, oversee, and evaluate the work of others;
- Operate all District treatment facilities autonomously; perform standardized water quality tests and adjust plant equipment accordingly;
- On a continuous basis, observe, inspect, and analyze systems equipment and facilities;
- Recommend policies and procedures related to assigned operations;
- Communicate clearly, effectively and concisely, both orally and in writing; understand and carry out written and oral instructions;

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- Observe and enforce work safety practices, work safely around hazardous chemicals;
- Read and interpret facility piping diagrams and other schematic drawings;
- Utilize computer and other job-related technology and keep technical skills up to date; including proficiency with word processing, spreadsheet, and database software;
- Compile, evaluate and analyze complex data and information and recommend or take action;
- Establish and maintain effective working relationships with those contacted during the course of work;
- Depending upon job assignment, drive a vehicle;
- Travel to alternative work locations and offsite meetings.

**TRAINING AND EXPERIENCE:** Any combination of training and experience which meets the requirements for qualification listed below. Typical ways of acquiring the qualifications are:

- Completion of the twelfth grade or its equivalent supplemented with college level coursework in chemistry, physics, biology or related field of physical science, and
- Possession of a valid Grade T4 Treatment Plant Operator's certification earned through the California State Department of Public Health;
- Five years of experience as a certified treatment operator
  - Two years of the five years of operator experience must have been working as a shift or chief operator while holding a valid T4 operator certificate at a T4 or higher water treatment facility as rated by the California State Department of Public Health Operator Certification Regulations,
  - Demonstrated experience in lead-level technical and functional direction of staff.

Substitutions for Experience:

- Completion of Associate Degree in water technology including at least 15 units of physical, chemical or biological science may be used to fulfill one year of general operator experience;

OR

- Completion of Bachelor Degree in biology, chemical engineering, chemistry, civil engineering, microbiology, public health, and sanitary engineering may be used to fulfill 1.5 year of general operator experience.

**SPECIAL REQUIREMENT**

- As a condition of completing the probationary period and employment, incumbents must obtain and meet the minimum qualification of a Grade T5 Water Treatment Plant Operator's certification within 12 months of appointment.

**OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service

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- activities as may be assigned to them by their superiors or by law.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109);
- possession of an appropriate California driver’s license issued by the State Department of Motor Vehicles;
- satisfactory driving record;
- work on an “on call” basis for emergency situations.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 70 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely. The position requires the ability to work after hours and weekends as needed.

**Work Environment:** The noise level is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. Exposure to potentially hazardous materials, laboratory chemicals, solvents, microbiological pathogens, odors and fumes.

**ADDITIONAL PHYSICAL DEMANDS**

- Self contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

**Established: July 1985**  
**Revised: January, 2011**  
**Approved by: Human Resources Manager**