



Water Treatment Plant Supervisor

DEFINITION

Under direction, plans, organizes, directs and assists in the operation and maintenance of a water treatment plant and related facilities to treat drinking water consistent with all state and federal regulation and local performance standards for a municipal water system; Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is a first line supervisor reporting the Superintendent of Operations, Water Treatment. Positions in this class are characterized by operational and maintenance responsibility for a water treatment plant and related facilities within the water treatment section. Incumbents are responsible for monitoring and taking appropriate action to ensure that the assigned facilities are operated within prescribed limits to meet performance standards, regulatory requirements, changing conditions and emergencies.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, organizes, schedules and directs the operations of an assigned water treatment plant and water treatment related facilities within prescribed limits to meet performance standards, state and federal regulations, changing conditions and emergency situations.
- Serves as a principal operator of an assigned water treatment plant, performing shift operator duties in addition to normal supervisory responsibilities including but not limited to operating and controlling water treatment plant and equipment via SCADA system.
- Reviews the work of assigned staff, performs performance evaluations, trains and coaches staff in work procedures and ensures that staff obtain appropriate training.
- Provides instruction to assigned operators; ensures that working conditions are safe and employees are trained in safe work practices and procedures.
- Operate pumps and valves remotely and in local mode to regulate the flow of water through the treatment plant processes to the distribution system in sufficient quantity and quality to meet system demands; collects, analyzes data from various sources including SCADA, laboratory tests, and visual inspection. Evaluates the operations and activities at their assigned plant; recommends improvements, and modifications; prepares various reports on operations and activities; assist in

the development and implementation of standard operating procedures for plant operations and safety.

- Requisitions, receives and stores routine materials, supplies and equipment; reviews request and reports need for unusual items.
- Inspects and reports on any facility deficiencies, hazards, safety concerns and security needs; recommends course of action to alleviate concerns in coordination with other departments;
- Coordinates with maintenance staff on the prioritization and scheduling of work.
- Maintains records, reports, plant operation logs, test results, maintenance work performed, and any documentation related to unusual operating conditions; may prepare and will review weekly, monthly and yearly reports for completeness and accuracy prior to submission.
- Responds to public contacts in a tactful and courteous manner. May conduct tours of water treatment facilities for public as authorized by the Superintendent of Operations, Water Treatment.
- Coordinates and directs special projects or programs related to water treatment and distribution facilities within the Treatment Plant.
- May resolve complex technical problems related to plant processes, techniques, and analysis of operational data to maintain and improve water quality and the facility's effectiveness and efficiencies.
- Schedules and coordinates work with other departments and outside contractors to assure safe, reliable and continuous operation of the water treatment plants.
- Shuts down plant, portions of the plant, or equipment as necessary.
- Trains and evaluates Treatment Plant Trainees and Treatment Plant Systems Operators in the maintenance, repair, overhaul, calibration, and operation of water treatment plant equipment.
- Prepares reports related to the operation and improvement of an assigned water treatment plant and related facilities; reviews reports, records, project authorizations, and specifications for accuracy, completeness and to ensure appropriate follow-up as required.

QUALIFICATIONS FOR EMPLOYMENT

Thorough Knowledge of:

- The operation and maintenance of water treatment plant system equipment and facilities;
- Water treatment principles, methods and practices, including safety regulations pertaining to the work;
- Mechanical, electrical, and hydraulic principles;
- Practiced in the use of tools and equipment used to maintain, repair, overhaul and calibrate a variety of water treatment plant equipment and facilities;
- Principles and practices of standardized water quality tests;
- State and federal regulations governing the operation of a water treatment plant.

Working Knowledge of:

- Layout, equipment, instrumentation, and functions of a water treatment plant including each unit process in a conventional water treatment plant;
- Safety rules, codes, regulations and practices used in operation, maintenance, and repair work including confined space and HAZWOPER procedures;
- Federal State regulations applicable to water treatment, water quality, hazardous material, and hazardous waste handling;

- Methods and precautions in storing and handling hazardous chemicals in bulk volumes;
- Water treatment process control strategies including flow pacing, feedback loops and PID tuning.

General Knowledge of:

- Principles and techniques of effective supervision including work scheduling and performance evaluation.

Ability to:

- Plan, direct, organize, schedule, assign, review and evaluate the work of others;
- Establish and maintain effective working relationships;
- Communicate effectively, verbally and in writing;
- Prepare clear concise reports;
- Recognize unusual, inefficient, or dangerous operating conditions and take appropriate action;
- Accurately read, interpret and record data from gauges, meters and a SCADA system ;
- Read and interpret plant piping and distribution plans and diagrams;
- Observe, inspect, analyze system equipment and facilities;
- Compile, evaluate and analyze complex data and information to develop or recommend the appropriate course of action;
- Adjust plant equipment as needed.

TRAINING AND EXPERIENCE: Any combination of training and experience that has led to the acquisition of the knowledge, skills and abilities as indicated above. Typical ways of acquiring the qualifications are:

Demonstrated experience in lead-level technical and functional direction of staff.

AND

Bachelor Degree from an accredited college or university with major course work in engineering or in physical, chemical or biological sciences (e.g. Biology, Chemistry, Civil Engineering, Environmental Engineering, Microbiology, Public Health, or Sanitary Engineering) and 3 years of full-time experience as a certified operator with two years of operator experience working as a shift or chief operator while holding a valid T4 operator certificate at a T5 or higher water treatment facility as rated by the California Water Resources Control Board, Division of Drinking Water Operator Certification Regulations

OR

- Associate degree or Certificate in Water or Waste Water Technology that includes at least 15 units of physical, chemical, or biologic science and 4 years of full-time experience as a certified operator with two years of operator experience working as a shift or chief operator while holding a valid T4 operator certificate at a T5 or higher water treatment facility as rated by the California Water Resources Control Board, Division of Drinking Water Operator Certification Regulations

OR

- Completion of the twelfth grade or its equivalent supplemented with college level coursework in chemistry, physics, biology or related field of physical science, and

five years of experience as a certified treatment operator with two years of operator experience working as a shift or chief operator while holding a valid T4 operator certificate at a T5 or higher water treatment facility as rated by the California Water Resources Control Board, Division of Drinking Water Operator Certification Regulations,

Experience Substitutions:

- Completion of a Master's Degree in the above-mentioned fields in the above may be used to fulfill 2 years of operator experience.

LICENSES AND/OR CERTIFICATIONS

- Possession of a valid Grade T4 Treatment Plant Operator's certification earned through the California Water Resources Control Board, Division of Drinking Water.

SPECIAL REQUIREMENT

- As a condition of employment and completing the probationary period, incumbents must obtain and meet the minimum qualification of being a certified T5 Operator within the State of California and having received your T5 Certificate from the California Water Resources Control Board, Division of Drinking Water, 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 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;
- Have and maintain a satisfactory driving record;
- Work on an "on call" basis for emergency situations.
- Work schedules normally working off hours shifts, holidays, and weekends in a continuous (24/7) environment and overtime as needed.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Full faced respirators must be worn when hazardous respiratory conditions require it. All employees must be clean shaven or capable of obtaining and maintaining a proper facial seal for District provided respiratory equipment.

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

All employees must pass annual respirator physical.

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: December 2021

Revised:

Approved by: Human Resources Manager, December 2021