



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Water Reclamation Plant Shift Supervisor
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GENERAL PURPOSE

Under general direction, plans, schedules, lays out, supervises, and participates in the work of operations personnel assigned to a large, state-of-the-art water reclamation plant; ensures the proper, efficient, and safe operation of the treatment plant; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the Water Reclamation job family that exercises independent judgment on diverse and specialized operation of the water reclamation treatment plant with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff in the safe operation of the treatment plant, ensuring plant regulatory compliance, supervising assigned personnel, and directing day-to-day activities, and are responsible for providing technical-level support to the Water Reclamation Plant Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

Employees in this classification are required to perform on-call duty, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Reclamation Plant Manager. Exercises direct supervision over technical staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets and provides technical assistance and advice to assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Assists with the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Inspects treatment plant equipment to ensure its proper functioning, minimizes interruptions in the treatment process, and alleviates costly repairs; makes adjustments to operating equipment; ensures the timely completion of preventive maintenance activities on plant equipment and machinery; oversees preventive and predictive maintenance programs.
- Performs semi-skilled and skilled maintenance and repairs to plant equipment and machinery; reports the need for major or specialized repairs to equipment, machinery, and electrical and electronic systems; assists specialized trades personnel in making major and/or highly technical repairs to equipment, machinery, and systems; submits requisitions for necessary tools, equipment, and supplies.
- Operates wastewater treatment equipment, machinery, and facilities by using manual, electronic, and computer control systems to regulate and control processes; reads gauges, meters, charts, and graphs, and operates pumps, valves, electric motors, and related equipment; controls valves for emergency and scheduled shut downs; troubleshoots, diagnoses, and reports problems to appropriate personnel; responds to inquiries and complaints; responds to emergency situations as necessary.
- Receives chemical shipments; tests shipments for compliance to standards; monitors unloading process and records into inventory; following prescribed instructions, adds chemicals and other substances to the treatment process; checks chemical alarms and feed systems for leaks; ensures the integrity and functional operation of the chlorine storage and dosing systems, as well as the preparedness of safety devices activated during a leak.
- Cleans tanks and other facilities; maintains buildings and grounds in a clean and orderly manner; collects water samples for quality control tests and analyzes samples using laboratory test equipment; interprets laboratory results, SCADA feedback, and operator daily reads and feedback to maintain a healthy biological treatment process.

- Researches new operational methods, techniques, and equipment and recommends their application.
- Maintains a variety of records, logs, and reports; updates written manuals and instructions.
- Serves as a 24-hour on-call advisor and responds to the plant during power outages, safety issues, spills, and compliance issues; may fill in for the Plant Manager in the manager's absence.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Supports and promotes the application of continuous improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's strategic and operational plans.
- Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles, methods and techniques for operating pumps, valves, electric motors, diesel engines and electronic, computerized (SCADA), and manual control systems.
- Functions and servicing requirements of the equipment used in a wastewater treatment facility.

- Turbidity, chlorine disinfection system infrastructure, safety devices, plant infrastructure, personal protective equipment and proper usage, and properties and safe-handling requirements of chemicals.
- Principles, methods, practices, and techniques utilized in chemical, bacteriological, and biological analyses.
- NDPEs, as well as relevant federal and state laws and regulations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs (SCADA) relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Familiar with process mapping and structured problem solving.
- Theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration and monitoring of a division/department budget.
- Operate a variety of pumping, treatment, and control equipment and machinery, including digital control equipment.
- Respond effectively during a chlorine leak event or other emergency situations.
- Accurately read meters, gauges, valve books, blueprints, and schematic drawings.
- Prepare basic records and reports of work performed.
- Operate and maintain hand and power tools pertaining to the work.
- Ensure safe operational practices and procedures pertaining to the work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs.
- Validate customer requirements.
- Create a workplace that values employees, encourages their development, values their participation, and encourages innovation.
- Create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of journey-level experience in the operation of a wastewater treatment plant, of which two (2) years should be in a lead or senior operator capacity.

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in wastewater treatment.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- California State Wastewater Treatment Operator III certificate; Grade IV or Grade V is desired.

- Forklift certification, CPR certification, PSM/Chlorine awareness training, confined space/respiratory protection certification and fall protection training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform medium to heavy physical work, to work in confining spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; color vision to read gauges and identify appurtenances; a hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work partially indoor and partially outdoors and are exposed to loud noise levels, hot and cold temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Water Reclamation Plant Shift Supervisor
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Water Reclamation Plant Shift Supervisor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____