

WATER RECLAMATION SHIFT SUPERVISOR

DEFINITION

Under general direction plans, schedules, assigns and reviews the work of water reclamation operations staff assigned to the operation and maintenance of the water reclamation facilities and systems; coordinates, monitors, and provides technical input for assigned water reclamation treatment, collection system and distribution system related projects and programs; provides technical assistance to the Water Reclamation Chief Plant Operator and assists in the preparation and administration of the sub-division budget; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Reclamation Chief Plant Operator. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in Water Reclamation Operation series. Responsibilities include planning, organizing, supervising, reviewing and evaluating the work of water reclamation operations staff. Incumbents are expected to independently perform the full range of water reclamation operations duties. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Water Reclamation Chief Plant Operator in that the latter is a mid-management classification responsible for organizing, assigning, supervising and reviewing the work of the entire Water Reclamation Sub-Division of the Public Works Department Water Quality Control Division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the water reclamation treatment, collection and distribution operations.
- Trains staff in work and safety procedures and in the operations and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the water reclamation operations work unit assigned; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned operations projects and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.
- Performs the most complex water reclamation operations duties and provides technical assistance to crews.
- Troubleshoots operational and maintenance problems; corrects and directs the correction and repair of operational and/or equipment problems.
- Inspects for safety violations; ensures that safety procedures are followed and the safety equipment is maintained; makes periodic safety presentations to plant staff.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

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 water reclamation operations program development and administration.
- Principles, practices, equipment, tools and materials of water treatment and distribution maintenance and process control.
- Electrical, mechanical, hydraulic, system process, instrumentation, and calibration, as they relate to water reclamation treatment, collection and distribution system maintenance and process control.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Safety principles, practices and procedures of water reclamation treatment facilities, collection and distribution systems, including equipment and hazardous materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the assigned work staff.
- Organize, implement and direct utilities operations activities.
- Analyze, interpret, apply, and enforce Federal, State, and local policies, procedures, laws, and regulations.

- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify the problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in wastewater treatment utility operations or related field, and four (4) years of increasingly responsible experience in the operations of water reclamation treatment, collection and distribution systems and facilities, including two (2) years of lead or supervisory experience. An Associate of Arts degree is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record. A class B driver's license may be required.
- Grade III or higher Wastewater Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a Grade I Wastewater Collection System Maintenance Certificate is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in standard office setting and use standard office equipment, including a computer, and to work in water treatment and distribution systems and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and 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.

Water Reclamation Shift Supervisor

Page 4 of 4

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 necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.