

CITY OF HOLTVILLE
Class Specification

Developed:
July 30, 2001

TITLE: WATER and WASTEWATER OPERATIONS SUPERVISOR

DEPARTMENT: Public Works / Water and Wastewater Treatment Plants

POSITION SUMMARY:

Under general supervision, plans, coordinates, organizes, supervises and controls the operation and maintenance of water and waste water treatment plant and related facilities; ensures compliance with all local, county, state and federal standards, rules, and regulations; and performs related responsibilities as required.

REPORTING RELATIONSHIPS:

This position reports to the Public Works Director and is responsible for the daily oversight of plant operations and maintenance work. The position supervises the work of water and wastewater Treatment Plant Operators, water and sewer Maintenance Workers and the Treatment Plants Facilities Maintenance Workers.

EXAMPLES OF RESPONSIBILITIES:

1. Selects, trains, supervises and evaluates the work of water and wastewater treatment plant operators, water and sewer maintenance workers and facility maintenance personnel.
2. Researches and monitors state and federal regulations governing water quality and water and sewer treatment practices.
3. Investigates complaints or governmental inquiries related to water quality and water and sewer practices.
4. Participates in long range planning for plant facility and equipment upgrades and the acquisition of future water and sewer supplies.
5. Develops, implements and enforces administrative and operational practices And work safety and performance standards.

6. Selects, trains, supervises, coordinates and evaluates the work of water and sewer treatment plant personnel.
7. Establishes and monitors implementation of preventative maintenance work at established service intervals.
8. Oversees storm water control and industrial wastewater pre-treatment program.
9. Communicates and enforces safety practices and requirements.
10. Prepares and monitors division budget expenditures, including operating, overtime and capital improvements budgets.
11. Returns to work to manage plant operations in emergency situations.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Education / Experience / Training:

REQUIRED: Educational attainment equivalent to graduation from high school, supplemented by at least 72 hours of specialized instruction in general chemistry, microbiology, hydraulics or related course work. At least five (5) years of experience in the maintenance, cleaning and operation of a secondary activated sludge treatment plant is required, including two (2) or more years of lead or supervisory experience and certification as a Grade 4 Water and Wastewater Plant Operator and Grade 3 Water Distribution by the State of California.

Knowledge:

Water and Wastewater laboratory analysis methods, practices and procedures; process control methods and record keeping practices; plumbing, electrical and hydraulics principles; equipment, tools, materials, methods and procedures associated with the maintenance, repair, inspection and servicing of water and wastewater treatment plant facilities; proper and efficient use of hand and power tools; work safety rules and procedures. Knowledge from water and sewer maintenance lead worker management or engineering knowledge and supervisory skills.

