

**CITY OF DINUBA
JOB DESCRIPTION**

**PROFESSIONAL/TECHNICAL
WASTEWATER TREATMENT PLANT SUPERVISOR
WASTEWATER TREATMENT PLANT SUPERINTENDENT**

DEFINITION

Under general direction, to plan, schedule, supervise and administer the treatment and disposal processes of wastewater and the drying and disposal of sludge; to monitor industrial wastewater flows; and to supervise and coordinate plant personnel. Incumbent acts as a resource to the Public Works Director in matters related to sewer system and wastewater operations.

EXAMPLES OF DUTIES

Plans, schedules, and supervises the operation of equipment utilized in the treatment and disposal of wastewater and the drying and disposal of sludge; monitors industrial wastewater discharges; prepares and ensures compliance with schedules and procedures for inspection, operating and maintaining plant equipment; reviews and evaluates logs of routine facility inspections; reviews reports of and performs laboratory chemical analyses to ensure the proper treatment and processing of wastewater; directs or approves recommendations for changes or modifications to plant flow and processes; supervises, develops, trains, and evaluates assigned staff; prepares schedules and assignments; adheres to and explains rules, regulations, practices, procedures, and policies; supervises routine physical, chemical and biological analysis of water, wastewater, sludge, settleable constituents and floatable constituents; responds to automatic dialers, emergency calls or telemetry communications; recommends policy improvements concerning wastewater treatment and disposal; supervises the preventative maintenance, maintenance, installation and repair of facilities and equipment; maintains records of equipment specifications, maintenance, preventative maintenance, suppliers and inventory; assists in the preparation of reports required by the State Water Resources Control Board and other regulatory agencies; assists in the development of the division budget and administers the operating budget; purchases supplies and equipment; maintains inventory control; initiates and implements improvements in treatment and disposal procedures, methods and practices; monitors the operating efficiency of digestion, treatment, oxidation, drying and disposal facilities; conducts staff meetings; conducts studies and investigations, preparing reports of findings and recommendations; confers with Public Works Director to solve emergency situations; develops filing systems; supervises disc plowing, irrigating and weed control of wastewater treatment plant effluent and sludge disposal areas; composes correspondence and responds to inquiries; operates City vehicles; and performs additional duties as required.

EMPLOYMENT GUIDELINES

Knowledge of:

Advanced principles and practices related to the operation of a modern wastewater treatment facility;
Recent developments and procedures for extracting waste material and pathogenetic elements;
Supervision, operation, and maintenance of materials, equipment, and tools for a wastewater plant;
Principles and practices of basic governmental budgeting;
Principles of supervision, training and evaluation;
Administration of work schedules, duties and work standards of a 24-hour wastewater treatment plant;
Pertinent Federal, State, and local laws, codes, and regulations;
Types and variety of safety procedures of wastewater treatment;
Business Mathematics;
Principles of composition and report writing;
Modern office methods, procedures and practices;

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Knowledge of: (con't)

English usage, spelling and grammar;
Basic public relations;
Appropriate safety precautions and procedures.

Ability to:

Administer the treatment processes of wastewater and the drying and disposal of sludge;
Supervise and schedule the duties of wastewater treatment plant personnel;
Monitor operational expenses;
Develop and implement long-range programs and goals for the Wastewater Treatment Plant division;
Set priorities for, train, evaluate, select and recommend advancement/discipline of subordinates;
Read and understand complex technical information;
Establish and maintain recordkeeping system;
Prepare clear and concise technical reports;
Perform accurate mathematical calculations;
Analyze organizational problems and make responsive decisions;
Delegate authority and responsibility to operators as appropriate;
Communicate clearly and concisely, orally or in writing;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Establish and maintain effective relationships with those contacted in the course of work.

Experience/Education/Training: Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is equivalency to completion of the twelfth grade with coursework in biology, engineering, industrial management, or a closely related field, and completion of formal training in wastewater treatment plant operations in addition to the following:

Wastewater Supervisor: One year supervisory experience

Wastewater Superintendent: Five years of responsible experience in wastewater treatment plant operations including two years of supervisory and management experience

Licenses/Certificates: Possession of a valid and appropriate California Driver's License; possession of a Grade III Wastewater Treatment Plant Operator's Certificate issued by the State of California.

PHYSICAL DEMANDS/WORKING CONDITIONS

Regularly use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms; frequently stand, talk and hear; occasionally walk, sit, climb, balance, stoop, kneel, crawl, and smell; frequently lift and/or move up to 10 pounds, occasionally up to 50 pounds. Vision abilities include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Occasionally work in outside weather conditions in an environment of waste water; occasionally near moving mechanical parts; occasional exposure to wet and/or humid conditions and vibration; occasionally work in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is usually loud in field settings and moderately quiet in office settings. On-call during hours other than those normally worked. Occasional evening meetings.

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 the position.