CITY OF HAYWARD

WATER POLLUTION CONTROL FACILITY OPERATIONS SUPERVISOR

DEFINITION

The WPCF Operations Supervisor is responsible for all day-to-day operational activities at the Water Pollution Control Facility. This classification is allocated to the Utilities Division of the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the WPCF Operations & Maintenance Manager or the WPCF Manager.

Responsibilities include direct supervision of operations staff members and day-to-day activities at the facility.

ESSENTIAL DUTIES

1. Supervises, directs and coordinates all operation activities of the Water Pollution Control Facility.

2. Coordinates, monitors and reviews work performed by outside contractors as assigned for impact on facility operations.

3. Determines priority of operational work assignments and modifies standing assignments as needed.

4. Plans and implements training for other operators, and leads them in performing basic repair, maintenance, and testing activities.

5. Assists in the procurement of operational parts, materials and supplies.

6. Assumes day-to-day responsibility for the continuous, effective, safe operation of the plant and the overall treatment process.

7. Supervises, instructs, evaluates and recommends discipline for operations' staff.

8. Performs routine plant inspections, analyzes records and operator reports and recommends appropriate changes.

9. Reviews and evaluates technical memorandums, drawings and specifications.

10. Coordinates special assignments as needed.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge, skills, abilities and personal characteristics required to perform the duties of the classification.

Knowledge of:

A. Operations, control and calculations involved in treating waste by the primary treatment and biofiltration methods and various modifications of secondary treatment process.

B. Wastewater treatment processes and tests used to check the effectiveness of such processes.

C. Equipment, piping and electrical systems used in a water pollution control facility and the tools, equipment and methods used in the basic repair.

D. Accepted supervisory, safety and training practices applicable to the operation of a water pollution control facility.

E. Computer systems, including SCADA.

Ability to:

F. Effectively instruct, motivate, train and lead the work of subordinates effectively.

G. Identify operational problems and relative seriousness of equipment defects and breakdowns, and appropriate solutions.

H. Utilize SCADA as an operational process control and information tool.

I. Understand and follow oral and written directions.

J. Maintain and monitor accurate operating records and logs.

K. Establish and maintain cooperative working relationships with subordinates and other City employees.

L. Communicate effectively, both orally and in writing.

M. Ability to use a personal computer.

N. Analyze and interpret information, make independent judgments and select appropriate solutions.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible experience working in a water pollution control facility while in possession of a Grade III certificate or higher.

Training/Education: Completion of twelfth grade or possession of GED.

License: A) Possession of a valid Class C California Driver's License.
B) Possession of a Grade III Certificate issued by the State Water Resources Control Board.

SPECIAL REQUIREMENTS

Essential duties require the following physical ability and work environment: ability to function in a general office environment, to access and use a computer, to crouch/stoop/squat, to travel to fulfill assigned duties and to review work outdoors.

PROBATIONARY PERIOD: One Year
718CS03
July 2003
AAP Group: 15
FPPC Status: Non-Designated
FLSA Status: Exempt