

City of Grass Valley
JOB DESCRIPTION



TREATMENT PLANT SUPERINTENDENT

Department: Public Works Department

FLSA Status: Exempt

Reports To: Public Works Utilities Director/CTPO

Unit: 1, Full-time Position

SUMMARY OF JOB PURPOSE

Under general direction of the Public Works Utilities Director/CTPO, assigned operating divisions of the department of Public Works; to plan, implement, and carry out the department's maintenance programs; to direct, through subordinate supervisors and staff engaged in a wide variety of maintenance, operation, and repair activities; and to perform related work as required.

The Treatment Plant Superintendent is responsible for carrying out the mission of the City and the Public Works Department in conformance with departmental and City of Grass Valley organizational values. The Treatment Plant Superintendent shall maintain the appropriate licenses/certifications to be the City's designated ACTPO and perform all functions/duties required by the State of California as the City's designee in the absence of the City's designated Public Works Utilities Director/CTPO .

Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Treatment Plant Superintendent classification for lack of maintaining the required certifications and/or licensure.

SUPERVISION RECEIVED AND EXERCISED

The Treatment Plant Superintendent is a management level classification responsible for assisting the Public Works Utilities Director/CTPO in the day-to-day business of administering, directing and supervising water- and wastewater-treatment divisions.

Exercises supervision of the operational requirements of the water and wastewater treatment plants, and subordinate professional and field crews, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel.

ESSENTIAL FUNCTIONS (include, but are not limited to listed tasks)

1. Plans, coordinates, and supervises work activities for assigned water- and wastewater-treatment staff; participates in the development, planning and implementation of the department's work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work product, methods and procedures.
2. Assists in the development, planning and implementation of departmental goals and

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- objectives; assists in the development and implementation of department policies and procedures.
3. Evaluate operations and activities of assigned departments; recommend improvements and modifications; prepare various reports on operations and activities.
 4. Directs, plans, prioritizes, assigns, supervises, and reviews the work of subordinate staff in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.
 5. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
 6. Assists with supervision and coordination of all activities involving water- and wastewater-treatment divisions including but not limited ensuring compliance with National Pollutant Discharge Elimination System (NPDES) requirements, OSHA compliance, stormwater permits, spill containment, air permits, emergency action plans, site security and landscaping.
 7. Participates in the selection of staff; recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures, and reports same to Public Works Utilities Director/CTPO.
 8. Orders and maintains inventory; oversees materials, services, and contracts relating to Public Works water- and wastewater-treatment operations.
 9. Receives and responds to public inquiries, requests for assistance, and complaints regarding assigned water and wastewater activities; participates in public meetings, as necessary.
 10. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
 11. Coordinates assigned division activities with those of other departments and outside agencies and organizations; provides staff assistance to the Public Works Utilities Director/CTPO; prepares and presents reports and other necessary correspondence.
 12. Interprets meter and gauge readings and test results to determine and implement processing requirements.
 13. Participates in the development and administration of the Public Works budgets; forecasts additional funds needed for staffing, equipment, materials and supplies for assigned activities; monitors and approves expenditures; implements midyear adjustments.

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14. Monitors, and assists with lab operations and sample scheduling.
15. Conducts regular safety training sessions; confers with staff on injuries, accidents and safety hazards.
16. Answers questions and provides information to the public; investigate complaints and implement corrective actions as necessary to resolve complaints.
17. Oversees the supervision, training, and appraisal of assigned staff.
18. Assists in developing short- and long-term maintenance programs.
19. Assist with determining priorities and estimates labor, equipment, and material costs for special projects.
20. Performs general administrative work as required, including but not limited to preparing reports, logs, and correspondence; recording and entering data; utilizing phones, tablets, PCs, etc.
21. Supervises the use of specialized equipment involved in water- and wastewater-treatment operations; schedules preventive maintenance at treatment plants, pumping stations and related facilities.
22. Receives, creates, completes, and assigns work orders for the maintenance, repair, or replacement of equipment and assets; supervises staff responsible for the maintenance, repair, and replacement of equipment and assets, including work performed by contracted personnel; prepares and reviews related documentation.
23. Trains new employees in work operations and job safety.
24. Assists with reports for appropriate agencies; maintains records.
25. Responds to emergencies related to water and/or sewer systems.
26. Oversees major repair work, such as disassembling and reassembling of valves, pumps, gear cases, chemical solution pumps, sludge pumps, water pumps, wastewater pumps and other related equipment.
27. Enters and works in a confined space; supervises confined space entries.
28. Inspects plant machinery, equipment, grounds, and facilities to determine the need for repair or corrective actions.
29. Supervise plant operations; assure proper adjustment of plant processes; coordinate sampling operations to assure proper balance of treatment steps and meeting effluent requirements; ensure the proper conduct of laboratory tests performed by operations staff.

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- 30. Respond to water and/or wastewater emergencies.
- 31. Maintain the City's SCADA system and implement necessary changes.
- 32. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- 1. Principles and practices of wastewater treatment plant operations and maintenance.
- 2. Equipment, tools, and materials used in wastewater treatment operations and maintenance activities.
- 3. Principles of supervision, training, and performance evaluations.
- 4. Principles of budget monitoring.
- 5. Principles and practices of safety management.
- 6. Pertinent local, state and federal laws, ordinances, and rules.
- 7. Computers and software (i.e., SCADA) for use in process control.
- 8. Methods and techniques of contract negotiation and administration.
- 9. Methods and techniques of supervision, employee evaluation, training and motivation.
- 10. Principles and practices of fiscal control, supervision, personnel administration and management.
- 11. Applicable local, state, and federal laws, codes, and regulations.
- 12. Occupational hazards and standard safety practices.
- 13. Technical and operational characteristics of water- and wastewater-treatment plants.

Skills in:

- 1. Interpreting and complying with applicable guidelines, codes, ordinances, laws, and regulations issued by City, county, state, and federal agencies.
- 2. Inspecting assigned areas for a wide variety of maintenance, repair and risk management issues.
- 3. Applying laws, regulations, codes and departmental policies.
- 4. Recognizing, prioritizing and accomplishing needed tasks.
- 5. Clear written and verbal communication.

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Ability to:

1. Interpret and comply with provisions of applicable codes, ordinances, and regulations enforceable by the City and/or other regulatory agencies, especially those pertaining to wastewater and water standards and practices; and interpret lab data for process control.
2. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
3. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
4. Program, operate and maintain telemetry SCADA system to control the Water and Wastewater Treatment Facilities, including sewer lift stations.
5. Interpret and analyze SCADA information.
6. Plan and organize efficient and effective work schedules.
7. Evaluate existing systems and procedures for improvement.
8. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
9. Read and interpret maps, sketches, drawings, specifications, and technical manuals.
10. Read, decipher, and understand plans and specifications for infrastructure components and pipelines.
11. Perform planned maintenance and emergency work under confined space conditions.
12. Represent the interests of the Public Works in the community and at professional meetings as required.
13. Administer budgets for assigned activities.
14. Gain cooperation through discussion, consensus building and persuasion.
15. Work independently and as part of a team.
16. Make sound decisions within established guidelines.
17. Establish and maintain effective working relationships.

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QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills is:

1. To have a high school diploma or GED and three (3) years of recent, full-time general mechanical or maintenance experience, which includes experience in the maintenance of pumps, electric motors, electric motor control panels, gear reduction drives and chain driven equipment.
2. An Associates degree or higher in a related field from an accredited college or university may substitute for one (1) year of general mechanical or maintenance experience.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Must have an acceptable driving record and a Class C California Driver's License.
2. Possession of a valid California SWRCB Grade III or higher Wastewater Treatment Plant Operator Certificate, issued by the California Water Resources Control Board and possession of a valid California SWRCB Grade III or higher Water Treatment Plant Operator Certificate.
3. Incumbents are required to acquire and maintain a California SWRCB Grade IV Wastewater Treatment Plant Operator Certification within 12 months from date of appointment.
4. Incumbents are required to have and maintain a California SWRCB Grade II certification as a Distribution Operator (D2) within twelve (12) months of hire.
5. Possession of confined space entry supervisor certification.
6. Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Treatment Plant Superintendent classification for lack of maintaining the required certifications and/or licenses.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

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MATHEMATICAL SKILLS

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The incumbent must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

WORKING ENVIRONMENT

While performing the duties of this job the incumbent is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow, and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration, and a steady level of loud noise.

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GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____ Date: _____

Adopted:

Revised:

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