

WATER AGENCY OPERATIONS ~~SUPERINTENDENT~~SUPERVISOR

Definition

Under general direction, plans, organizes, directs, and supervises the work of Water Agency Plant Operators, Water Agency Senior Plant Operators, and associated staff involved in the operation of water distribution and water and wastewater treatment processes; and performs related duties as required.

Distinguishing Characteristics

Under the general direction of a Water Agency Coordinator, the incumbent has supervisory responsibility for a portion of the operation and minor maintenance of the Water Agency's water and wastewater treatment systems. The incumbent ~~serves~~ may serve as "Chief Plant Operator" for assigned water and wastewater treatment facilities.

The Water Agency Operations Superintendent is a management class ~~which~~ that has responsibility for a portion of the operation and minor maintenance of the Water Agency's water and wastewater treatment and distribution system. The incumbent performs management and supervisory activities under the general direction of the Water Agency Coordinator. Incumbents may function as "Chief Plant Operator, designated operator in charge" ~~in accordance with the California State Water Resources Control Board plant classification~~. This class is distinguished from the Water Agency Senior Plant Operator in that the latter has no supervisory responsibilities.

Typical Duties

Supervises and assists in the operations of water and wastewater treatment and distribution control equipment such as telemetered controls of pumps and valves of remote booster and pumping stations, and other controls and equipment which regulate the flow of water through transmission lines; maintain reservoir levels throughout the aqueduct system, coordinating water storage, usage and allotments during periods of peak demand, and the proper discharge of wastewater.

In conjunction with the Water Agency Coordinator, organizes, assigns, and supervises work shift assignments, vacations, and relief for a group of Water Agency Plant Operators and Water Agency Senior Plant Operators ~~and~~ to insure maximum coverage for each shift.

In conjunction with the Water Agency Coordinator develops, implements, and evaluates preventive maintenance programs for water and wastewater treatment and distribution equipment.

Trains and supervises Water Agency Plant Operators and Water Agency Senior Plant Operators

in safe, sanitary, and correct practices, procedures and methods of water and wastewater treatment and distribution system operations.

Supervises and monitors written entries on standardized forms to assure compliance and operational efficiency.

Communicates regularly with Water Agency Coordinator on quality assurance and quality control issues.

Performs basic arithmetic calculations of customers' entitlements and usage and makes written reports of same.

Uses computer programs to gather data for reports, or for the purpose of monitoring water quality parameters.

Ensures that chlorine feed adjustments are made and maintains chlorine residual at a level established by chlorine demand.

Evaluates the work of Water Agency Plant Operators [and Water Agency Senior Plant Operators](#) and recommends disciplinary action when necessary.

Assists in the development and modifications of plans, policies, and procedures for the operation of water and wastewater treatment plants.

Assists in responding to, investigating, and resolving inquiries and complaints from the State Water Resources Control Board, Public Health, Fish and Game, the public, engineers, and contractors.

Prepares preliminary operating and capital improvement budgets for equipment updating and/or replacement.

Orders equipment, materials, and supplies necessary for operational activities.

Knowledge and Abilities

Considerable knowledge of: the Sonoma County Water Agency water and wastewater treatment and distribution systems and facilities; Federal, State and local regulations relating to water and wastewater processing, treatment and distribution; effective supervisory techniques.

Working knowledge of: basic chemistry and general laboratory practices and procedures; effective scheduling techniques for the work of subordinates; safety practices and procedures related to the operation of water and wastewater treatment and distribution systems.

Ability to: plan, organize, assign and supervise the activities of skilled and semi-skilled employees, read and write English, and communicate effectively to other employees and the public; prepare requisitions of supplies and materials using basic arithmetic calculations; interpret data to ensure compliance with regulations; perform basic chemical water tests using accepted practices and procedures; prepare complex written reports; establish and maintain

effective working relations with County employees, utility company personnel, and the public; work on any shift, which includes working weekends and holidays; operate water distribution and control allotments; effectively train others and evaluate the work of subordinates; balance reclaimed water needs, maintain storage reservoirs at safe and proper levels for short and long-term reclamation uses; use a standard office computer to create reports and make modifications to data base applications where necessary.

Working Conditions

Duties require sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping in the performance of daily duties. The duties also occasionally require both near and far vision, as well as color vision, while making visual inspections of the treatment process and monitoring gauges. Occasionally, in assisting members of a crew, the incumbent may need to lift and carry sampling containers, toolboxes, pipes, valves, fittings, pumps, and other equipment and supplies weighing 25 pounds or more and to assist in pushing and rolling cylinders of gas weighing more than 200 pounds. Additionally, the incumbent may, while supervising subordinates at wastewater sites, be subjected to all weather conditions including wet, hot and cold. Supervision of work and assisting maintenance activities may expose the incumbent to chlorine, hydrochloric acid and other chemicals which may cause eye and skin irritation. Incumbents, in performing duties, may be required to wear self contained breathing equipment. The nature of the work being supervised and inspected, requires the incumbent to be exposed to raw and treated sewage; to climb ladders; to enter confined spaces; to drive motorized vehicles; and to work around loud noises and mechanical hazards, and equipment that exposes the employee to possible electrical hazards.

Minimum Qualifications

Experience and Education: Any combination of education, training and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, five years experience in the operation and maintenance of a water or wastewater treatment plant would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Certificates: Possession of the California State Water Resources Control Board Wastewater Treatment Plant Operator Grade III and Water Treatment Plant Operator Grade T3 certificates are required. A California Water Treatment Plant Operator Grade T4 ~~5~~-certificate and a Wastewater Plant Operator Grade IV certificate must be obtained within ~~eight~~ five years. -A California Water Distribution Operator Certificate Grade D3 and a-Laboratory Analyst Grade I are ~~all~~ highly desired.

~~Possession of the California State Water Resources Control Board Wastewater Treatment Plant Operator Grade III and Water Treatment Plant Operator Grade T3 certificates are required.~~

~~Incumbent must possess a California Water Treatment Plant Operator Grade T5 certificate and Wastewater Plant Operator Grade I certificate or California Water Treatment Plant Operator Grade T2 certificate and Wastewater Plant Operator Grade IV certificate is required. A California Water Treatment Plant Operator Grade T5 certificate and Wastewater Plant Operator Grade IV certificate must be obtained within six years. A California Water Distribution Operator certificate Certificate Grade D3 is highly desirable.~~