

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Recycled Water Operations Supervisor

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Plant Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	27	
<p>CLASS SUMMARY: Incumbent is responsible for supervising the Water Recycling Facility staff and operations. Duties include: preparing National Pollutant Discharge Elimination System (NPDES) permits, submitting and authorizing reports, maintaining required records and test results, conducting plant tours, resolving customer complaints, supervising staff, supervising the day to day operations of the recycling facility, assigning and prioritizing work, interpreting and enforcing policies and regulatory requirements, assisting in any projects related to the operations and upgrade of the facility; and any other duties as assigned.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Recycled Water Operations Supervisor is the second level of a two level water recycling series. The Recycled Water Operations Supervisor is distinguished from the Recycled Water Plant Operator in that the Supervisor has full supervisory authority.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include: assigning and monitoring work, evaluating performance, ensuring training and making hiring and termination recommendations.
2.	Maintains appropriate records and calculations of test results ensuring appropriate changes and actions are taken.
3.	Supervises the day-to-day operations of the Water Recycling Facility to include: coordinating activities, scheduling maintenance and preparing the National Pollutant Discharge Elimination System (NPDES) permit.
4.	Implements and enforces policies and regulatory requirements and establishes standards and operating procedures in order to ensure compliance with laws and regulations.
5.	Conducts tours and responds to the general public.
6.	Responds to complaints from customers and resolves facility problems.
7.	Assists with special projects related to the upgrade of the Water Recycling Facility.
8.	Performs other duties of a similar nature or level.

<p>Knowledge (position requirements at entry)</p> <ul style="list-style-type: none"> • Supervisory theories and principles; • Operation and maintenance of water recycling facilities; • Applicable laws and regulations; • Record keeping techniques; • Basic related theories and principles such as chemistry and microbiology; • Proper sampling techniques; • Safety procedures and regulations
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Skills (position requirements at entry):

- Monitoring and evaluating staff;
- Supervising water recycling facility operations;
- Maintaining records;
- Taking samples;
- Interpreting test results;
- Operating plant equipment;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.);
- Five (5) years experience as a Water Recycling Plant Operator with at least one (1) year at lead worker level;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's license;
- Wastewater Treatment Operator Grade IV Certificate from the State of California, Water Resources Control Board;
- Water Treatment Operator Grade T-1 certificate from the State of California, Department of Health Services;
- Water Distribution Operator Grade D-1 certificate from the State of California, Department of health Services;
- HAZMAT Incident Commander Certificate.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and seeing.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, heat, odors, dusts, gases, poor ventilation, chemicals, oils, inadequate lighting, work space restrictions, intense noises, infectious substances, travel, and must be able to wear a Self-Contained Breathing Apparatus (SCBA) and Level A suit.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Date: 11/06