



Advanced Water Purification (AWP) Operations Supervisor

Department: AWP

FLSA Status: Non-Exempt

Salary Grade: 32

SUMMARY DESCRIPTION

Incumbent is responsible for supervising the operations of the Advanced Water Purification Facilities (AWPF) which include a 16 MGD Class 5 Water Reclamation Facility (WRF), associated Solids Handling Facility (SHF), Energy Recovery Facilities (ERF), a 12.5 MGD advanced treatment facilities, appurtenant wastewater pump stations and conveyance facilities, product water pump station, and remote dechlorination facility. The AWPF is a 7 days a week/24 hours a day operation. Duties Include: All emergency response and stormwater pollution prevention; Supervising staff and day-to-day operations of the AWPF through delegation to subordinates; overseeing the facility, equipment, and SCADA system operation, establishing work schedules; providing input and reviewing National Pollutant Discharge Elimination System (NPDES) and bio solids reports, maintaining required records and test results, conducting plant tours, resolving customer complaints, assigning and prioritizing work, interpreting and enforcing policies and regulatory requirements, assisting in any projects related to the operations and upgrade of the AWPF; implementing emergency response actions, and any other duties as assigned.

ESSENTIAL DUTIES

1. Supervises staff to include: assisting with goal setting, assigning and monitoring work, conducting performance evaluations, creating staff schedules, coaching staff, interviewing applicants, ensuring training and making hiring and termination recommendations.
2. Interacts with regulatory agencies and ensures compliance with Regional Quality Control Board and responsible for monitoring the NPDES permit, San Diego Air Pollution Control District permit, Stormwater Pollution Prevention and other applicable permits. Collaborates with the Compliance and Engineering Manager to stay abreast of all changes in state and federal regulations that would impact the JPA and proactively prepares for changes. Works with the Compliance and Engineering Manager to stays abreast of trends and recent developments with regards to water purification, membrane filtration, reverse osmosis, solids handling, laboratory techniques and equipment, and others. Prepares budget impacts and staffing projections in advance of changes.
3. Supervises the day-to-day operations of the AWPF to include: coordinating activities, coordinating with Maintenance Supervisor to schedule and conduct maintenance; establishing continuous improvement goals for AWPF efficiency; ensures inventories are adequate to

maintain operations; ensures compliance with all permits including stormwater pollution prevention. Maintains appropriate records and calculations of test results ensuring appropriate changes and actions are taken. In absence of Operations Manager, the Operations Supervisor operates and maintains the AWPf.

4. Assists the Operations Manager with developing the department budget and implements the budget consistent with the Padre Dam's purchasing policy including obtaining bids and preparing recommendations for purchase, and recommending changes in staffing and replacement of equipment, vehicles and materials.
5. Implements and enforces policies and regulatory requirements and establishes standards and operating procedures to ensure compliance with laws and regulations.
6. Acts as a public and technical resource on operational issues; advises others on related issues by providing and analyzing data. Conducts tours and responds to the general public. Responds to complaints from customers and resolves facility problems.
7. Provides information to Operations Manager and staff on issues related to the AWPf. Assists the Compliance and engineering Manager to research and evaluate new technologies and the possible introduction of new technologies to improve treatment operations or efficiencies.
8. Assists with planning and coordinating infrastructure upgrades, equipment modifications, special projects and purchases related to the AWPf. Implements and adheres to security measures for AWPf.
9. Maintains chemical inventory and service contracts for continued reliable AWPf operations. Negotiates with suppliers, manufacturers and service providers to implement and maintain purchase orders and contracts. Negotiates with manufacturers and vendors to get warranty work/repairs done in a manner that best supports the JPA's needs and interests.
10. Completes timely review of AWPf maintenance and capital improvement drawings, plans and specifications and provides input and recommended changes to documents and projects.
11. Purchases equipment, related materials and supplies per District policy. Utilizes effective cost management techniques in purchasing and procurement.
12. Supports, prepares, and/or submits operational reports for various regulatory agencies and maintains records of operations and maintenance. Researches and develops methods of treatment and data collection that is used to negotiate regulatory agency discharge limits imposed on the JPA and Padre Dam.
13. Acts as a liaison to other departments and agencies; represents Padre Dam and the JPA in areas of concern that might have significant impact on Padre Dam and the JPA.
14. Responds to emergencies as required.
15. Coordinate, support and interface with Computerize Maintenance Management System (CMMS) as required. Document operational data in CMMS as required.
16. Coordinates with EH&S Specialist to ensure compliance with safety, contractual and regulatory requirements that govern AWPf operations.
17. Performs other duties of a similar nature or level.

Knowledge Required (Position Requirements at Entry):

1. Supervisory theories and principles;
2. Operation and maintenance of water recycling, solids handling, advanced treatment, pump stations and conveyance facilities;
3. Necessary permits and regulations to operate AWPf
4. Water quality standards;
5. Applicable laws and regulations;
6. Record keeping techniques;

7. Basic related theories and principles such as chemistry and microbiology;
8. Proper sampling techniques;
9. Chemical handling and spill prevention, control and response;
10. Stormwater pollution prevention;
11. Safety procedures and regulations
12. Computerized Maintenance Management Systems (CMMS)

Skills Required (Position Requirements at Entry):

1. Monitoring and evaluating staff;
2. Supervising water recycling, advanced water purification and solids handling facility operations;
3. Supervising pump station and conveyance facilities operations;
4. Maintaining records;
5. Taking samples;
6. Interpreting test results;
7. Operating plant equipment;
8. Using Supervisory Control and Data Acquisition to evaluate, troubleshoot and optimize treatment processes;
9. Using CMMS to request and track mechanical and electrical operations and maintenance;
10. Understanding Laboratory Information Management Systems
11. Using computers and related software applications;
12. 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/Experience Required:

1. High School Diploma or General Equivalency Diploma (G.E.D.);
2. Five (5) years experience as a Water Recycling or Wastewater Treatment 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:

1. Valid California Driver's license;
2. Wastewater Treatment Operator Grade V Certificate from the State of California, Water Resources Control Board;
3. Advanced Water Treatment Operator Grade 5 from California Water Environment Association
4. Water Treatment Operator Grade T-1 certificate from the State of California, Department of Health Services; - Desirable
5. Water Distribution Operator Grade D-1 certificate from the State of California, Department of health Services; - Desirable
6. HAZMAT Incident Commander Certificate.

Safety Priorities:

1. Knowledge of general office and field safety,
2. Use and care of Personal Protective Equipment specifically related to fall protection, confined space work and chemical exposure,

3. Proper body mechanics when moving materials, forklifts, loaders, crane/hoisting equipment,
4. Defensive driving techniques,
5. Safe storage and handling of hazardous chemicals,
6. Safe use and care of hand and power tools,
7. General emergency response techniques for hazardous chemical spills, and HAZMAT Incident Command System and National Incident Management System (NIMS).
8. Understanding of Padre Dam's Safety Rules and Regulations and accident and injury reporting policies.
9. Ability to complete safety training and work in a safe and efficient manner at heights and under other adverse conditions.

Physical Requirements:

1. Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and seeing.
2. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, heat, odors, dusts, gases, poor ventilation, chemicals, oils, inadequate lighting, workspace restrictions, intense noises, infectious substances, travel, and may be required to wear a Self-Contained Breathing Apparatus (SCBA) and Level A suit.
3. 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.
- 4.

Classification History:

Date: New 02/23