

JOB DESCRIPTION - FIELD SUPERVISOR

Department: Field Staff
Reports to: Operations Manager
Employee Status: Full-time/Hourly/Benefits/Retirement

SUMMARY:

Under the direction of the Operations Manager, supervises, directs and trains Plant Operators (OIT, I, II, III) in the operation and routine maintenance of equipment, facilities and related appurtenances of the treatment and collection systems and pump stations and related facilities. Under direction of the Operations Manager, responsible for all tasks associated with the treatment plant and collection system and any other duties as assigned including customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and implement daily, weekly, monthly and annual projects for the Field Staff as directed by Operations Manager. Operate and supervise the operation of the wastewater treatment plant in accordance with the regulations and requirements established by the California Regional Water Quality Control Board (RWQCB) and other applicable agencies.

MANAGEMENT DUTIES:

- Supervise field staff and assign tasks.
- Train staff.
- Assist staff in attaining required certifications.
- Act as primary safety coordinator to ensure compliance with safety regulations.
- Prepare budget and financial recommendations for Operations Manager.
- Implement provisions of the sewer use and billing

OPERATIONAL DUTIES

- Inspects plant operational equipment and facilities on a regularly scheduled basis; and reads and records readings of pumps, chemical feed and other treatment and pumping equipment.
- Reviews and analyzes operational information and test results and revises equipment settings as appropriate; and notifies Operations Manager of unusual situations and makes inspections or corrects system problems as instructed.
- Collects samples of wastewater, sludge and other samples from various phases of the wastewater treatment process.
- Performs basic chemical and physical tests on samples to ensure that the wastewater treatment plant is operating effectively and that regulatory requirements are being met.
- Prepares samples for delivery to a certified laboratory for testing.
- Operates and performs preventative maintenance on a variety of treatment plant equipment such as pumps, filters, chemical valves, sludge ponds, screens, blowers, and electric motors.

- Operates valves, pumps and automated controls to regulate the flow of wastewater through the system.
- Performs inspections and prepares reports of commercial establishments to ensure proper billing and to ensure compliance with discharge requirements.
- Performs inspections of new and repaired service connections.
- Removes and processes screenings and grit for disposal; cleans wastewater equipment and facilities.
- Maintains facilities, grounds and equipment in a clean and orderly condition; and performs routine maintenance, painting of machinery, structures, equipment and piping systems.
- Monitors equipment operation; determines when maintenance by others may be needed; coordinates with Operations Manager on scheduling.
- Assists in placing orders for chemicals, supplies and equipment.
- Performs basic adjustments and trouble shooting for electrical motors and controls.
- Uses a variety of hand and power tools and testing equipment.
- Changes recording charts; ensures that a steady flow of required chemicals is present at all times.
- Maintains accurate records of gauge, chart, graph and meter readings, chemical test results and work performed.
- Observes appropriate safety procedures, including those related to the safe handling of chemicals.
- Under the direction of the Operations Manager, investigates and resolves any customer complaint ensuring complete records are submitted to the office.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, tools, equipment and supplies required for the operation, cleaning and preventative maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventative maintenance of piping systems, including pipes, valves, pumps, motors and related appurtenances.
- Tools and equipment required for the work.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Arithmetic and mathematics appropriate to the classification level to which assigned.
- Basic mechanical electrical and hydraulic principles.
- Basic operational and maintenance practices of electrical motors, pumps and circuitry.
- Basic chemical and physical tests of wastewater, sludge and related materials.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skills:

- Operating, maintenance and repairing a variety of wastewater collection and treatment facilities and equipment.
- Recognizing and correcting or reporting unusual, inefficient or dangerous operating conditions.
- Reading a variety of gauges, charts and meters; recording data accurately and making appropriate process adjustments.
- Making calculations as necessary to summarize data results, ascertain data trends and aggregate information over time.
- Conducting basic chemical and physical tests of potable water, effluent, sludge and related materials.
- Using and maintaining the tools and equipment of the work skillfully and safely.
- Handling hazardous chemicals in a safe manner.
- Basic computer skills including word processing, basic spreadsheet, maintaining and sharing computer files.
- Collecting and entering data accurately and creating spreadsheets as directed or required.
- Maintaining accurate records of work performed.
- Using, properly maintaining and ensuring the security of District-owned equipment that may be provided to assist in the performance of assigned duties.
- Understanding and following oral and written directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

EDUCATION & EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Three years of experience in operating and performing routine maintenance to facilities and/or equipment in a wastewater treatment plant and related collection systems and pumping stations.

CERTIFICATES AND LICENSES:

Must possess a valid California Class C Driver License and have a satisfactory driving record. Must be certified as a Grade II or higher Wastewater Treatment Operator by the California Water Resources Control Board.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Mobility to work in a standard wastewater treatment plant and laboratory setting, and use specialized test equipment, hand and power tools and instrumentation; stamina to work in confined spaces, around machines, and to climb and descend ladders; ability to lift and carry materials and equipment weighing up to 50 pounds; vision to read printed materials, charts and gauges and a computer screen; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices. May be exposed to inclement weather conditions, loud noises from equipment operation, fumes, odors, dust and potentially toxic chemicals and conditions.