

WASTEWATER TREATMENT MAINTENANCE SUPERVISOR*Class Definition*

Under direction, supervises the maintenance activities of the Plant or Field Maintenance Sections of the City's Wastewater Treatment Plant.

Distinguishing Characteristics

Wastewater Treatment Maintenance Supervisor is a first-line supervisory class assigned to the Wastewater Treatment Plant. Through the supervision of personnel engaged in the maintenance of equipment, machinery and grounds, incumbents are responsible for the efficient operation of the Plant or Field Maintenance Sections of the Wastewater Treatment Plant. This class is distinguished from Chief of Wastewater Facilities Maintenance in that the incumbent of the latter supervises the overall activities of the plant maintenance and power generation sections. It differs from Wastewater Treatment Operations Supervisor in that incumbents of the latter either schedule and supervise the wastewater treatment operational activities of an assigned shift, or a unit in the Operations Section of the Wastewater Treatment Plant.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Schedules, supervises and trains employees engaged in the maintenance of wastewater treatment equipment, machinery and facilities or infiltration system, grounds/sludge and winery disposal areas.

Supervises maintenance duties required to maintain proper appearance and cleanliness of waterwells, plant grounds, infiltration system, sludge and winery disposal areas.

Supervises the control of pests and weeds through the application of rodenticides, herbicides, and pesticides in conformance with applicable rules and regulations.

Supervises the operation and maintains maximum efficiency of the reclamation well and infiltration systems in conformance with applicable rules and regulations.

Supervises the construction, maintenance, alteration and repair of gates, headgates, slide gates, fences, landscaped areas, canals, roads and percolation ponds.

Supervises the operation of heavy, automotive and related equipment.

Maintains records of meter readings on the infiltration system, well system, winery facility and off site farming areas receiving effluent and repairs reports as necessary.

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Supervises plant repairs on a variety of equipment, machinery and control systems to assure efficient plant operations.

Supervises and participates in the updating of the ongoing preventive and predictive maintenance.

Insures that an adequate inventory of spare parts and supplies is maintained.

Consults with and renders advice to superiors, subordinates, and operational personnel on maintenance and facility problems.

Develops and conducts safety training programs and enforces safety precautions including CAL-OSHA requirements.

Selects, trains, and evaluates the performance of subordinates, recommends the hiring and promotion of subordinates, initiates disciplinary actions.

Assists with budget estimates and program planning for the maintenance of facilities.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of safety precautions and occupational hazards associated with wastewater treatment plants, including pertinent CAL-OSHA requirements.

Knowledge of the procedures, techniques, materials, tools and equipment used in the maintenance of the equipment, machinery and grounds of a wastewater treatment plant.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluations, and discipline.

Knowledge of soil conditions versus dispersal of water.

Ability to supervise, train, and instruct subordinates engaged in the maintenance of wastewater treatment equipment, machinery, and pumping stations.

Ability to record, maintain and interpret accurate and concise records of the maintenance and operational data for equipment, machinery and grounds of a wastewater treatment plant.

Ability to develop and conduct effective training and safety programs.

Ability to make recommendations for improving plant efficiency.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Thirty semester units from an accredited college or university in mechanical technology, engineering, hydraulics/pumping, mathematics, physical sciences, or related field; and four years of experience in the maintenance, service, and repair of pumps, motors, and related wastewater treatment plant equipment and machinery which included, or is supplemented by, one year of lead or supervisory experience. Additional qualifying experience may be substituted for the required education on the basis of one year equals fifteen semester units.

A Grade III Mechanical Technology Certificate issued by the California Water Pollution Control Association is desirable.

- OR -

Thirty semester units from an accredited college or university in engineering, hydraulics/pumping, agriculture, mathematics, physical sciences, or related field; and four years of experience in the maintenance of landscaped areas and buildings, operating heavy equipment, or canal system operations and maintenance. Additional qualifying experience may be substituted for the required education on the basis of one year equals fifteen semester units.

A Grade III Wastewater Treatment Plant Operator Certificate issued by the California Regional Water Quality Control Board is desirable.

Recruitments may be limited to a specific area of expertise, as required by operational needs.

Necessary Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

Possession of a Qualified Applicator Certificate from the California Department of Food and Agriculture may be required within 18 months of appointment date.

APPROVED: _____

DATE: _____