

CITY OF SIMI VALLEY

PLANT OPERATIONS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews and participates in the work of staff responsible for wastewater treatment plant operations; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as the Chief Plant Operator (CPO); coordinate the organization, staffing, safety and operational activities for the wastewater treatment plant.
2. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for wastewater treatment plant operations.
3. Establish schedules and methods for providing wastewater treatment plant services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
5. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
6. Perform the more technical and complex tasks of the work unit including implementing changes to improve efficiency and plant operation cost effectiveness.
7. Coordinate laboratory sampling and analysis and ensure plant compliance with current waste discharge requirements as established by local, State and Federal agencies.
8. Submit justification for system or facilities repair or expansion.
9. Coordinate activities of private contractors to minimize disruption of plant processes.
10. Monitor and adjust computerized SCADA system and process control software.
11. Participate in the selection of plant operations staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
12. Assist with department public outreach programs; attend events and educate the public in plant operations and functions.
13. Participate in the preparation and administration of the plant operations budget; submit budget recommendations; monitor expenditures.

CITY OF SIMI VALLEY
Plant Operations Supervisor (Continued)

14. Assist consulting engineers with plant studies, new construction projects and the procurement of new equipment; review plans, provide data and respond to questions.
15. Prepare analytical and statistical reports on operations and activities.
16. Maintain necessary permits from regulatory and environmental agencies.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater treatment plant operations.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a comprehensive wastewater treatment plant program.
Methods and techniques of wastewater treatment plant operations and discharge compliance.
Federal, State and local regulations pertaining to wastewater treatment and disposal.
Hazardous chemicals and their proper handling and usage.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of laboratory sampling, testing and interpretation.
Purchasing practices and budget control.
Computer operations and wastewater treatment plant operations software.
Basic accounting principles and practices.
Accepted safety practices and procedures.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Plan, organize and direct the daily work of wastewater treatment plant personnel in a safe and efficient manner.
Participate in and complete safety training courses including CPR and Self-Contained Breathing Apparatus training.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
Implement accounting practices through the City's purchasing program.
Operate office equipment including computers and supporting software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in water science, chemistry, environmental science or a related field.

Experience:

Four years of wastewater treatment plant operations experience including one year of administrative or lead supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid State of California Grade V Wastewater Treatment Operator certificate.

Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic materials, hazardous chemicals and all types of weather and temperature conditions; work in or with water and wastewater in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces.

Physical: Sufficient physical ability to perform moderate to heavy lifting; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling and crouching.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Adopted: September 2003
Johnson & Associates

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