

ENCINA WASTEWATER AUTHORITY

DATE: August 2017

POSITION TITLE: Shift Supervisor, Cogeneration Supervisor, Heat Dryer Supervisor, or Remote Facilities Supervisor

DEPARTMENT: Operations

REPORTS TO: Operations Manager

FLSA STATUS: Nonexempt

POSITION SUMMARY: Under the supervision of the Operations Manager, this position: (a) supervises Operations Section staff; (b) directs on-shift operational activities and limited maintenance of complex secondary and tertiary treatment systems at the Encina Water Pollution Control Facility (EWPCF) and other Authority operated facilities; (c) serves as a Biosolids Environmental Management System team member; and, (d) performs other related duties as assigned.

SUPERVISORY DIMENSIONS: Supervises Operator-in-Training/Operator I/Operator II

ESSENTIAL JOB DUTIES:

- Promotes EWA's Mission, Vision, and Values.
- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Supervises on-shift Operations staff so that Department plans, goals, and objectives are met, including the development of recommendations regarding work organization, assignments, work schedules, and staff training needs; conducts staff training and develops written training manuals as needed; reviews and approves time sheets; serves on employee interview panels; prepares performance evaluations; and initiates disciplinary actions.
- Directs on-shift operation of complex treatment processes to safely and efficiently meet all permit requirements.
- Directs on-shift operations of all auxiliary facilities such as potable and reclaimed water systems, chemical handling, solids handling, alternative fuel handling, pipeline conveyance, pumping stations, septic waste disposal, compressed air systems and co-generation facilities.
- Performs Biosolids Environmental Management System tasks and monitors critical control points within the plant.
- Interprets laboratory analyses, adjusts process parameters, and complies with operational procedures and instructions.

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- Monitors cogeneration facilities and performs adjustments to the system.
- Prepares or reviews procedures, programs, logs, charts and reports.
- Ensures safety and plant performance during operations, maintenance, or testing procedures.
- Interfaces with the public, regulatory agencies, trucking firms, contractors, consultants and vendors.
- Originates repair requests to ensure equipment, instrumentation, and computer systems are maintained in good operating condition.
- Performs and directs operators in equipment preventative maintenance procedures and system improvement modification tasks.
- Drives Authority vehicles.
- Operates fork lifts, utility carts, dump trucks, semi-tractors with trailers and other such equipment within the plant compound.
- Assists the Operations Manager in preparing budgets and reports, making staffing recommendations, and resolving action items.
- Manages projects and programs as directed.
- Coordinates and interfaces with various Departments.
- Utilizes automated systems to access information, prepare reports, and monitor operations.
- Performs routine operations and other tasks normally assigned to Operations staff as necessary due to vacations, sick leave, attrition, and emergencies.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills, and Physical Abilities Required for These Duties:

- Ability to supervise, train, and develop Operations Department personnel.
- General knowledge of the types of equipment used in the wastewater treatment process such as pumps, motors, valves, filters, engines, meters, blowers and compressors.
- Knowledge of regulations governing wastewater and water reclamation discharge permits, biosolids, air pollution control, safety, industrial waste, residuals and wastewater spills.
- Knowledge of and experience with tools and equipment necessary to perform limited repairs to mechanical equipment.

- Knowledge in the operation of a secondary and tertiary treatment plant, anaerobic solids digestion, solids thickening and dewatering, heat drying, chemical handling, chlorination, process controls and computer monitoring systems.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Proficient in computer fundamentals and Microsoft Office applications (i.e. Access, Excel, Word, PowerPoint).
- Working knowledge of safety practices and procedures as they apply to wastewater treatment facilities, pump stations, mechanical equipment, chemical handling, and gas management systems, and familiarization with reading and interpreting engineering plans.
- Ability to investigate, research and compile information and present it in an organized written form.
- Ability to work varying hours, weekends, and holidays, and respond to 24-hour emergency call-ins.
- Effective mathematical skills and oral and written communication skills.
- Ability to analyze information and make recommendations.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Ability to perform strenuous physical activities for extended periods of time, including lifting, bending, carrying, crawling and climbing.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas, and work in confined areas.

EDUCATION/EXPERIENCE REQUIREMENT: Must have completed a minimum of 32 college units and obtain an Associates Degree in wastewater, water, science or business, or complete a minimum of 60 college units from an accredited institution within 36 months after placement in the Shift Supervisor position. Six years progressively responsible experience in the operation and maintenance of a wastewater treatment plant.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

CERTIFICATION REQUIREMENT: Possession of a valid Grade IV Wastewater Operator Certification issued by the State of California Water Resources Control Board and maintenance of the certificate in active status. A Grade V Certification is highly desirable.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the job, the employee may be exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee typically works under office conditions, and the noise level is usually quiet.

RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT: This position must comply with the Authority's Respiratory Protection Policy & Procedures, which requires the use of respirators when conducting specific tasks.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination; possession of a good driving record and ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.