

SOUTH BAYSIDE SYSTEM AUTHORITY
Job Description
April 2011

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Operations Supervisor

FLSA: Exempt

SUMMARY

Under general direction of the Operations and Maintenance Manager, manages shift operations and routine maintenance of the wastewater treatment plant and related facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Supervises, plans, coordinates, schedules, and reviews the operation and routine preventative maintenance of the wastewater treatment equipment and facilities.
- Monitors and adjusts process parameters to ensure permit compliance in all process areas; develops and implements improved operating methods through automation.
- Creates, designs, plans, implements, and maintains administrative programs guiding the operation and maintenance of the wastewater treatment equipment and facilities.
- Supervises and directs contractor activities; compiles project contract packages.
- Supervises, directs, and evaluates employees; enforces company policies and procedures; follows up on performance and discipline issues; verifies staffing levels.
- Trains staff; develops process controls and safety training programs; determines training needs and verifies training completion.
- Provides budget input to Management. Monitors and maintains budgets; reports on budgeted expenses, prepares budget amendment recommendations.
- Manages emergency response; directs staff, implements emergency response actions and procedures.
- Reviews and evaluates operational data and operations procedures.
- Evaluates and reports on special operations issues and implements recommendations.
- Implements operational changes to ensure compliance with established standards and regulations.

- Inspects plant equipment; assists in locating and troubleshooting process and equipment malfunctions.
- Performs duties of subordinate operators as required.
- Conducts visitor tours.
- Directs compilation of operational records; maintains documentation; prepares reports.
- Initiates purchase requests and work orders.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

South Bayside System Authority policies and procedures.
 Principles, materials, and equipment used in the operation and routine maintenance of an activated sludge wastewater treatment plant and pump stations.
 Operation and routine mechanical maintenance of pumps, motors, and metering equipment.
 Modern office methods and procedures.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, spreadsheet and other related software applications.

Ability to:

Analyze and correct functional faults in equipment and processes.
 Perform heavy manual labor.
 Maintain accurate records; prepare reports.
 Maintain technical and regulatory competence.
 Write clear operational manuals, Standard Operating Procedures (SOP) and directions.
 Supervise, train, and evaluate employees.
 Communicate effectively verbally and in writing.
 Work with accuracy and attention to detail.
 Operate PC and related software applications.
 Effectively organize and prioritize assigned work.
 Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

High School Diploma or an equivalent certificate or diploma recognized by the State of California. Associate's degree in trades or sciences or higher college degree preferred.
 Five (5) years experience in the operation of a Class 4 or Class 5 equivalent wastewater treatment plant.

CERTIFICATION AND LICENSING

Possess and hold a valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards.

California Grade III or higher Water Quality Control Plant Operator's certificate.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to climb stairs and ladders, stand and walk. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. May be required to be physically capable of being medically certified to wear a respirator.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, odors, and gases, works at heights, and works with and around machinery having moving parts. The employee is occasionally exposed to outside weather conditions and uses a vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate. May be assigned, or called in, to work in the evenings, nights, days and/or on weekends, including holidays.