

Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901
415.459.1455 415 459.3971 FAX

OPERATIONS SUPERVISOR

SUMMARY

Under general direction of the Treatment Plant Manager, plans and supervises the administrative and staffing needs of the Operations Department and responsible for daily operations, process adjustments and performance of the wastewater treatment plant processes and related facilities; develops and implements tests and trials for analyzing and optimizing processes; ensures that NPDES and BAAQMD permits' requirements, regulations and all applicable rules are met continuously; operates, performs preventive and corrective maintenance on equipment, facilities and related appurtenances as found in a continuously-operating wastewater treatment plant, pump stations and related facilities; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Plans, prioritizes, assigns, supervises and reviews plant operations and the work of operations staff.
- Manages shift bidding, insures appropriate shift coverage, and approves leave requests and overtime.
- Monitors plant processes and makes appropriate operational changes to ensure NPDES and BAAQMD permits, other regulatory requirements, and Agency operational goals and objectives are met.
- Tracks, tests, and analyzes plant processes to improve efficiency of unit processes and optimize plant performance.
- Maintains an inventory of chemicals and supplies; requisitions additional materials as required.
- Financial duties include: participation in the budget development; recommending short and long term O&M and capital projects that will enhance cost effective operations; process receipts and invoices as required, and manage assigned budget accounts.
- Attends, leads and participates in meetings, training and safety sessions, and on Teams and subcommittees as required.
- Preparing clear, accurate and effective correspondence, reports, documentation, specifications, procedures and other written materials.
- Manages contracts and projects as required.
- Coordinates work and cooperates with all department managers, their staff, outside public and customers.
- Participates in operations and maintenance functions of the plant and related facilities, performing such activities as:
 - Oversight of plant, pump station and remote facilities operation on a regularly scheduled bases;
 - Operating and performing preventive and corrective maintenance on a variety of plant equipment;

- Operating valves, pumps and automated controls to regulate the flow of wastewater through the plant;
- Collecting wastewater, biosolids and other samples from various phases of the treatment process and performing standard chemical and physical tests on these samples.
- Using a variety of hand and power tools and testing equipment;
- Writing, approving and completing CMMS work orders, maintaining accurate records of process data, chemical test results and Operations' work performed, and
- Observing appropriate safety procedures and using all safety equipment, including those related to the safe handling of various treatment chemicals.
- Gives tours of the plant and related facilities for the public.
- Performs confined space entry, rescue, and Emergency Response (SEMS/ICS).
- May be required to work shifts and/or holidays as operational staffing levels dictate and overtime or off-hour shifts in emergency conditions and for planned shutdowns.
- Performs the duties of the Treatment Plant Manager on a relief or as-assigned basis.

SUPERVISORY RESPONSIBILITIES

These (two) positions supervise five lead operators, and eight operators. Carries out supervisory responsibilities in accordance with agency guidelines, policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, staffing coverage, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Equivalent to graduation from high school supplemented by training required for certification by the California State Water Resources Control Board. Two years of college desirable. Four years of experience in operating and performing routine maintenance to facilities and equipment in a secondary wastewater treatment plant and related pumping stations, which has included one year in a lead or supervisory capacity.

INTERPERSONAL SKILLS

Ability to interact with others(co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, other departments' managers & staff, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to recognize, mitigate and correct unusual, inefficient or dangerous operating conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade V certificate issued by the California State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSWMA driving standards. Failure to maintain these standards may result in loss of employment.

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:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed high, precarious places; toxic or caustic chemicals;

construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Operations Supervisor
Department Operations
Reports To Treatment Plant Manager
FLSA Status: Non-Exempt
Revised Date: January 2018