

HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

WASTEWATER SYSTEMS SUPERINTENDENT

DEFINITION:

Under general direction, administers the operations of wastewater collection, treatment, disposal, reclamation, and recycling systems. Supervises senior wastewater operational staff; establishes and assures adherence to standard operating protocols; plans and organizes agency-wide water quality compliance efforts; serves as the liaison between field and office staff assigned to wastewater operations.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Ensures the efficient operation of wastewater collection, treatment, disposal, reclamation, and recycling systems
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees; recommends appointments, transfers, and reassignments; implements disciplinary actions at the direction of superiors
- Ensures, coordinates, and directs communications between operational units and systems subcontractors and their advisory groups; rate payers; department and division management; departmental engineering, finance, administrative, and environmental units; and applicable Federal, State and local agencies
- Establishes protocols for the assignment of personnel and resources and monitors results to assure compliance with established protocols
- Participates and coordinates with department staff, consultants, and construction staff on new and rehabilitation projects to ensure optimum project results, efficient utilization of system assets, continued safe operation of systems during construction, and effective follow up and correction of any project related deficiencies
- Directs and participates in solving difficult operational and maintenance issues
- Assists in the preparation, administration, monitoring and reporting of system budgets. Prepares departmental reports documenting and describing the operational status of wastewater systems
- Prepares and submits departmental and local reports; may prepare and submit State reports when such reporting is in conformance with operator certifications possessed and directed by his/her supervisor or Division Manager

- May attend and participate in community advisory group meetings relating to County wastewater program(s)
- Develops and maintains professional, respectful, and courteous relationships with staff, agency representatives and the public
- In special circumstances, and in compliance with the incumbent's wastewater certification, may be the designated "Chief Plant Operator" or "Shift Operator" of a wastewater treatment plant(s) and perform other related work as required
- Administers an effective safety program and maintains a safe and productive work environment
- Performs tasks which involve moderate to heavy physical labor or exertion and /or hazardous working conditions

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of the administration of wastewater collection, treatment, disposal, reclamation, and recycling systems
- Principles and practices of staff supervision, including hiring, directing, evaluating, training, disciplinary actions, and compliance with applicable employment related statutes and policies
- Methods, materials, and equipment utilized in the operation, controlling, monitoring, testing, and maintenance of wastewater treatment, collection, disposal and recycling systems
- Basic computer operations including wastewater systems controls, word processing, spreadsheets, email, and systems reporting
- Applicable Federal, State and County laws and regulations relating to wastewater collection, treatment, disposal, reclamation, and recycling systems
- Applicable safety rules of wastewater collection, treatment, disposal, reclamation, and recycling systems
- Chemical processes which occur in wastewater collection, treatment, disposal, reclamation, and recycling systems

Ability to:

- Establish and maintain effective working relationships; work cooperatively with others; cultivate and maintain positive working relationships with members of the public and community organizations, business and environmental leaders, County staff and representatives of other governmental agencies

- Follow oral and written instructions; communicate effectively both orally and in writing with County staff and members of the public, community organizations and elected officials
- Understand and comply with all applicable Federal, State, County and departmental regulations pertinent to wastewater collection, treatment, disposal, reclamation, and recycling systems
- Supervise and evaluate the performance of assigned personnel, build and maintain a cohesive, highly efficient, effectively functioning wastewater operations and maintenance team, administer an effective safety program, and maintain a safe and productive work environment

EDUCATION/EXPERIENCE:

Graduation from high school or general educational development (GED) certificate, AND: six years of experience in wastewater operations and maintenance, three years of which must have been in a supervisory position.

LICENSES/CERTIFICATES:

Possession of a valid SWRCB Wastewater Treatment Grade WW II Operator certification at time of application. Sustained certification, including any required continuing education units is mandatory for continued employment. Failure to maintain a valid required certification will result in removal from the position unless a time extension is approved by the appointing authority prior to the expiration of the certification.

A valid driver's license is required at time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Must be willing and able to work alternating shifts and weekend work to provide supervisory coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays. May be subject to formal standby or around-the-clock operations as situations warrant.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. For any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 04-27-16
BOS Approved: