



OCTOBER 2016  
FLSA: EXEMPT

## UTILITY SYSTEMS SUPERINTENDENT

### DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of water and wastewater treatment plant operations and maintenance staff within the Public Works Department; coordinates, monitors, and provides technical input for assigned water and wastewater treatment operations, maintenance, and repair projects and other special programs; provides responsible technical assistance to the Public Works Director and Deputy Public Works Director; performs a variety of technical tasks relative to the operations and maintenance of the wastewater treatment plant facilities and systems; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director and Deputy Public Works Director. Exercises direct and general supervision over technical and maintenance staff.

### CLASS CHARACTERISTICS

This is the full supervisory-level class in the plant operations and maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water and wastewater treatment plant operations and maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of public works maintenance duties as assigned. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Director in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the water and wastewater treatment operations and maintenance work division.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Serves as Chief Plant Operator for the City's tertiary wastewater treatment facility and provides operational support to the Chief Plant Operator -Water Treatment plant; may serve as the Chief Plant Operator for the City's surface water treatment plant during the absence of the Chief Plant Operator–Water Treatment dependent on possession of a T-3 water treatment certificate.
- Oversees laboratory operations; reviews laboratory results to ensure adherence to ensure compliance with regulatory requirements.
- Performs the most difficult water and wastewater treatment plant operations, maintenance, and repair duties and provides technical assistance to operators.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Provides staff assistance to the Public Works Director and Deputy Public Works Director; prepares and presents staff reports and other written materials; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of operations and activities.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water and wastewater treatment facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water, wastewater, and related materials.
- Equipment, tools, and materials used in maintenance activities and services related to water and wastewater treatment and distribution systems.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, procedures, and equipment related to the work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience in performing water or wastewater plant operations, including two (2) year of lead or supervisory experience. An Associate's degree in business administration or a related field is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Grade IV Wastewater Treatment Plant Operator Certificate for the California State Water Resources Control Board.
- Possession of a Grade III Water Treatment Operator Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services).
- Possession of a Grade II Water Systems Distribution Certificate issued the California State Water Resources Control Board (formerly California Department of Public Health Services).
- Possession of a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association (CWEA) is highly desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field and water and wastewater treatment facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



AUGUST 2016  
FLSA: NON-EXEMPT

## CHIEF WATER PLANT OPERATOR

### DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of water treatment plant operations and maintenance staff within the Public Works Department; coordinates, monitors, and provides technical input for assigned water and wastewater treatment operations, maintenance, and repair projects and other special programs; provides responsible technical assistance to the Deputy and Public Works Director and Utility Superintendent; performs a variety of technical tasks relative to the operations and maintenance of the wastewater treatment plant facilities and systems; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Public Works Director and Utility Superintendent. Exercises direct and general supervision over technical and maintenance staff.

### CLASS CHARACTERISTICS

This is the full supervisory-level class in the plant operations and maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water treatment plant operations and maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of public works maintenance duties as assigned. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Director in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the water and wastewater treatment operations and maintenance work division.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Serves as Chief Plant Operator for the City's surface water treatment plant.
- Prepares and signs monthly and annual water reports submitted to the State for compliance with various permits and water rights licenses.
- Oversees water treatment plant laboratory operations; reviews laboratory results to ensure adherence to ensure compliance with regulatory requirements.
- Performs the most difficult water treatment plant operations, maintenance, and repair duties and provides technical assistance to operators.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Provides staff assistance to the Deputy Public Works Director; assists in the preparation and may present staff reports and other written materials; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of water treatment plant operations and activities.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Participates in rotating on-call and week-end duties.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water and wastewater treatment facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water, wastewater, and related materials.
- Equipment, tools, and materials used in maintenance activities and services related to water and wastewater treatment and distribution systems.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, procedures, and equipment related to the work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience in performing water or wastewater plant operations, including two (2) year of lead or supervisory experience. An Associate's degree in business administration or a related field is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of or ability to obtain within 24 months of appointment a Grade II Wastewater Treatment Plant Operator Certificate for the California State Water Resources Control Board.
- Possession of a Grade III (T3) Water Treatment Operator Certificate issued by the California State Water Resources Control Board (formerly California Department of Public Health Services).
- Possession of a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association (CWEA) is highly desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field and water and wastewater treatment facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*