

## UTILITY SYSTEMS SUPERINTENDENT

AMENDED: February 2023

City Manager Approval:



FLSA: Exempt

### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of water and wastewater treatment plant operations staff within the Public Works Department including water quality testing, maintenance, and control of wastewater, reclaimed water, and water treatment systems, tanks, and pump stations; coordinates water and wastewater division activities with other divisions and departments while regularly communicating with the Public Works Director and providing complex staff assistance and strategizes on system operations.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the plant operations. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water and wastewater treatment plant operations and maintenance. Incumbents are expected to understand and be able to perform a full range of plant maintenance activities and associate facilities. Performance in the position requires technical aptitude running treatment plants, pump stations, tanks, using hard work, initiative, a desire to manage and mentor operations staff, communicate well both written and orally, be approachable and personable.

### **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 division.
- Participates in the development and implementation of goals, objectives; identifies resource needs; writes, recommends, and implements standard operating procedures.
- Evaluates employee performance, counsel's employees, prepares routine reports of work performance, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Oversees safety programs procedures and standards; trains staff in procedures and in the operation and use of equipment and supplies; assists in action planning for safety programs;

implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.

- 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.
- Coordinates work with maintenance division and activities with those of other divisions and outside agencies to complete essential tasks.
- Works with and assists engineers with project and design development, plan review and improvement projects to ensure projects success.
- Works outside of normal business hours (e.g. oncall, standby, occasional participation in weekend rotation to support temporary staff shortages).
- 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.
- Serves as Chief Plant Operator for the City's tertiary wastewater treatment facility and provides operational support to the Chief Plant Operator at the surface water treatment plant; may serve as the Chief Plant Operator for the City's surface water treatment plant.
- 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, including tanks and booster pump stations 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.
- Provides staff assistance and regular updates to the 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.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Works outside of normal business hours (e.g., backs up on-call/standby, occasional participation in standby/weekend rotation to support temporary staff shortages).
- Responds to emergency situations as necessary.
- Performs related duties.

## **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 pumping and piping and tank systems, including valves, hand and power tools, vehicles, and power equipment and related appurtenances.
- Standard chemical and physical tests of water, wastewater, and related materials.
- Basic mechanical, electrical, and hydraulic principles.

- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- 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:**

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned treatment plant, pump station and tank maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local regulations.
- Have excellent communication and leadership skills to motivate, mentor and lead staff.
- 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 at the treatment plants, booster pump stations and tank sites.
- 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.
- Operate modern office equipment and software, 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.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment
- 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 III 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.
- Possession of a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association (CWEA) is 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.*