



October 2020  
FLSA: Non-Exempt

## SHIFT SUPERVISOR (1 STEP)

### **DEFINITION**

The Shift Supervisor position is responsible for operating and monitoring equipment and processes at the wastewater treatment plant; tasks include leading and overseeing operators, monitoring and delegating plant tasks; assisting in the training and evaluation of subordinates; diagnosing operational problems to take effective corrective measure; assigning tasks to subordinates and supervising work completed. This position performs a full range of duties, monitors and operates control devices, reviews and analyzes data, troubleshoots a variety of equipment, monitors treatment plant processes, records data, operates chemical processes, chemical systems and power generating systems, etc.

### **SUPERVISION RECEIVED AND EXERCISED**

This position receives general direction from the Operations Superintendent and may receive functional supervision from the Director Operations and Facilities Maintenance. The Shift Supervisor provides technical and functional supervision to operations staff. Incumbents will assist the Operations Superintendent in guiding, training and mentoring various level operators, as necessary, for safe and productive operations.

### **CLASS CHARACTERISTICS**

The Shift Supervisor position is distinguished from the Operations Superintendent, in that the latter has primary responsibilities for performing specialized and complex working involving significant accountability and decision-making responsibility. The Shift Supervisor is distinguished from the Operator positions, in that the former has supervisory responsibility during a shift and has demonstrated ability to handle the most complex problems that may arise within treatment plant operations including, but not limited to, start-up and shutdown of major unit processes. Incumbents participate in the routine day to day operational duties of the facilities as assigned

### **EXAMPLES OF TYPICAL JOB 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.*

All duties are considered essential functions. There are no marginal job functions for this position.

- Ensures the treatment plant remains in compliance with the National Pollutant Discharge Elimination System (NPDES) requirements.
- Plans, organizes, supervises, trains, monitors and reviews the performance of assigned staff; prepares adequate documentation to support and recommend disciplinary action, up to and including termination; addresses performance deficiencies in accordance with the District's rules, policies and labor contract provisions; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices; and directs, trains, and instructs other employees in proper safety procedures.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.

- Assists in overseeing the operations department to meet all applicable regulatory requirements and in accordance with design criteria.
- Assists in developing and implementing techniques and methods of process control which increase plant efficiency.
- Monitors the operating efficiency of the plant unit processes; recommends and implements methods of improving plant efficiency.
- Supervises, trains and works with all levels of Operators to resolve equipment and process problems.
- Oversees and performs preventive and predictive maintenance programs for supporting continuous operations of plant equipment and processes.
- Coordinates plant operations activities with others departments to ensure the proper and efficient total functioning of plant equipment and systems.
- Coordinates equipment repair or replacement to ensure that plant treatment/effluent quality limits are maintained.
- Assists in overseeing the work of others contracted to work on plant components.
- May perform some laboratory analyses to ensure adequate process control.
- Complies with section safety and regulatory goals consistent with overall District standards; ensures the safety of employees at work sites.
- Prepares and submits work requests; requisitions for tools, materials, equipment, and services.
- Makes critical decisions to resolve emergency conditions resulting from treatment system malfunctions.
- Creates and updates Job Hazard Analyses and Standard Operating Procedures, and O & M Manual.
- Prepares memos on current topics, procedures, and/or reports that affect plant operations; coordinate and provide staff to conduct pilot studies.
- Facilitates tours of the plant for members of the public.
- Provides critical review of the design, engineering, construction, and field inspection processes for Capital Improvement Program projects to assure projects meet process control requirements and are safe and straight forward to operated and maintain and ensure contractors' compliance with District standards; attends pre-construction meetings.
- Assures that log entries are made related to plant performance and status during assigned shift.
- Required to work rotating shifts.
- May be required to be on “standby”.
- May fill in for Operations Superintendent.
- Maintains plant coverage by monitoring and adjusting shift schedules.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operator III position.
- Strong communication skills in both verbal and written forms.
- Computerized Maintenance Management System (CMMS), Supervisory Control and Data Acquisition (SCADA) and Distributed Control Systems (DCS).
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Mathematics, chemistry, and microbiology.
- Applicable public health and governmental regulations pertaining to the NPDES permit.
- Operation and routine preventive maintenance of mechanical, electrical, and data processing equipment common to a wastewater treatment facility.
- Principles of modern management, organization, supervision, training, and budgeting, including scheduling and timekeeping
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to

assigned area of responsibility.

- Current industry wide operations and maintenance best practices and technologies.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.

**Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Read and interpret mechanical, structural, electrical, or pipeline drawings, plans and specifications; and estimating labor and materials for proposed work.
- Plan, organize, assign, review, train, and evaluate the work of staff.
- Assist in evaluating and developing improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Assist in preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and evaluate new service delivery methods, procedures, a
- Recognize safety hazards and implement appropriate precautions applicable to work assignments.
- Observe plant operations and understand operational limits.
- Analyze and interpret trends and graphs and implement appropriate action.
- Troubleshoot equipment and plant processes.
- Communicate clearly and concisely, both orally and in writing.
- Learn and observe all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, the District's Respiratory Protection Program, and District Safety Directives.
- Work standby, various rotating shifts, weekends, and holidays as assigned.
- Respond to emergencies on an on-call basis, 24 hours per day, 7 days per week.

**Education and Experience:**

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

Graduation from high school or equivalent.

Three (3) years of experience in the operation and maintenance of wastewater treatment plant while in possession of a Grade III Wastewater Plant Operator's Certificate.

**Licenses and Certifications:**

Possession of a current Grade III or higher Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board at the time of application.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

**PHYSICAL DEMANDS**

[LINK to Shift Supervisor Physical Demands](#)

**ENVIRONMENTAL CONDITIONS**

Working indoors and outdoors. Excessive heat, cold and rain during weather seasons.

**WORKING CONDITIONS**

Position is required to work standby, various rotating shifts, weekends, and holidays as assigned.

**ADDITIONAL INFORMATION**

**Disaster Service Worker:**

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.