



January 2020  
FLSA: Exempt

## **OPERATIONS SUPERINTENDENT (Formerly known as Operations Supervisor)**

### **DEFINITION**

The Operations Superintendent position is responsible for supervising and overseeing Operations staff. This position requires in-depth and comprehensive knowledge of wastewater treatment plant operations and department policies and procedures. The incumbent is expected to quickly identify and correct problems, including troubleshooting complicated biological, chemical, mechanical, electrical, and controls systems problems. The incumbent should also have knowledge of compiling data for preparation of state mandatory reporting, and be able to develop and maintain department budgets.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to and receives general supervision from the Director of Plant Operations and Maintenance. Provides supervision to the Shift Supervisors, Operators, and one Utility Person/Truck Driver.

### **CLASS CHARACTERISTICS**

This is a management position, having primary responsibilities for performing specialized and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the department, including participating in short- and long-term capital improvement planning and development. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District departments and public agencies. The Operations Superintendent position is distinguished from the Director of Plant Operations and Maintenance in that the latter has overall responsibility for the Operations and Maintenance Department and the former provides management support to the Director and manages the Operations Department.

### **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.*

- Ensures the treatment plant is in compliance with the National Pollutant Discharge Elimination System (NPDES) requirements.
- Plans, organizes, supervises, trains and reviews the performance of assigned staff; recommends disciplinary action, up to and including termination, to address 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 safety procedures to be followed.
- 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.
- Develops operations work schedules, approves or disapproves employee leave requests and payroll records.

- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Monitor the operating efficiency of the Wastewater Treatment Plant processes; recommends and implements methods of improving plant efficiency.
- Regularly monitors and evaluates employee work progress; takes appropriate steps to address and correct unsatisfactory job performance and/or behavior; makes recommendations for disciplinary actions.
- Participates in the selection and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets; provides technical assistance and advice to assigned staff.
- Reviews project/contract documents for correctness and compliance with the District's standards; inspects and evaluates work being performed by District staff and contractors; identifies problem areas and directs remedial action; interprets and modifies work orders for proper completion of tasks, verifying validity and necessity of requests.
- Implements and assists in planning preventive and predictive maintenance programs for supporting continuous operations of plant equipment and processes.
- Establishes section safety goals consistent with overall District standards; ensures the safety of employees at work sites.
- Establishes regulatory goals consistent with overall District standards.
- Maintains operational records; interprets and records data received.
- Coordinates plant operations activities with others departments to ensure the proper and efficient total functioning of plant equipment and systems.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Participates in the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Assists in the design, engineering, construction, and field inspection processes for Capital Improvement Program projects and ensures contractors' compliance with District standards; attends pre-construction meetings; performs detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices.
- Provides staff assistance to the Director of Operations and Maintenance; develops and reviews staff reports related to assigned activities and services; presents information to the Board of Trustees; performs a variety of public relations and outreach work related to assigned activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment plant operations and researches emerging products and enhancements and their applicability to the District's needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Makes critical decisions to resolve emergency conditions resulting from treatment system malfunctions.
- Responds to emergencies on an on-call basis, 24 hours per day, 7 days per week.
- Manages Operator-In-Training (OIT) and Internship program.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

**Knowledge of:**

- Operator I/II/III and Shift Supervisor positions.
- Wastewater plant operations and management.
- 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, preparing and presenting effective staff reports.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of contract administration and evaluation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Researching operations and maintenance issues, evaluating alternatives, making sound recommendations.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to operations.
- 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, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Make sound, independent decisions within established policy and procedural guidelines.
- Understand and interpret lab procedures and results.
- Operate software systems for managing work, recording time, purchasing materials, sending and receiving email; using word processing programs, and developing and using spreadsheets.

- 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 harmonious 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 may be qualifying. A typical way to obtain the required qualifications would be:*

Graduation from high school or equivalent. Must have seven (7) years of increasingly responsible experience in wastewater treatment plant operations, including at least three (3) years of supervisory or management experience which involved holding a Grade III or higher Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board.

**Licenses and Certifications:**

Possession of a Grade IV 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 Operations Superintendent Physical Demands](#)

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field near hazardous or moving equipment or machinery and are exposed to loud noise levels, unpleasant odors, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances, work below ground, and wear protective clothing, equipment, devices, and materials.

**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.