
Mt. View Sanitary District

Policies and Procedures Manual

POLICY TITLE: Plant Supervisor

POLICY NUMBER: 2330

FLSA: NON-EXEMPT

JUNE 2022

PLANT SUPERVISOR

DEFINITION

Under limited direction, prioritizes, plans, schedules, assigns, provides training, and reviews the work of wastewater collection system and treatment plant operations and maintenance staff within the Wastewater Division. Plant Supervisor; coordinates, monitors, and provides technical input for assigned wastewater collection system and treatment plant operations, maintenance, and repair projects and other special programs; provides responsible technical assistance to the Wastewater Operations Supervisor and Collections Maintenance Lead; performs a variety of technical tasks relative to the operations and maintenance of the District's wastewater facilities and systems; and performs related work as required. The Plant Supervisor has full responsibility when the Plant Manager is absent.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Operations Manager. Exercises direct and general supervision over technical and maintenance staff. Assists the Wastewater Operations Manager in guiding, training, and mentoring various level operators for safe and productive operations.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the wastewater operations and maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of wastewater treatment plant operations, Collection system maintenance, and facilities maintenance staff. Incumbents are expected to independently perform the full range of wastewater collection system and treatment plant operations and maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

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.

- Operates and maintains the Mt. View Sanitary District Wastewater Treatment Facility to meet all requirements of the District's NPDES permit.
- Plans, organizes, assigns, supervises, reviews, and participates in the work of assigned staff in the wastewater operations and maintenance work division.
- Work with Collections Maintenance Lead in setting weekly and monthly maintenance schedules for collections system crews.
- 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 of assigned staff, prepares adequate documentation to support and recommend disciplinary action, provides ongoing feedback, and addresses performance deficiencies in accordance with District's rules and policies; assists in selection and promotion.
- Supervises, ensures compliance with and observes all District mandated safety rules, regulations, and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Provides ongoing 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, objective and values.
- Participates in the development and implementation of standard operating procedures.
- Monitors operations and activities of the operations and maintenance work unit assigned to wastewater treatment; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Assists the Wastewater Operations Manager in maintaining and further developing the Asset Management program for the treatment plant.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Assists Wastewater Operations Manager and Environmental Services Manager in preparing and submitting operations, maintenance, supervisory and NPDES incident and regulatory reports.
- Assists in planning, prioritizing, and scheduling long-range capital improvement and maintenance projects in coordination with management.
- Assists in overseeing and implementing computerized maintenance management systems and programs.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies Wastewater Operations Manager of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments according to information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure the plant is operating effectively and that regulatory requirements are being met.

- Interprets and may perform routine laboratory and process tests to optimize plant performance, checks the results and recommends changes to the Wastewater Operations Manager.
- Performs proper usage and handling of chemicals according to industry standards.
- Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas, and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Removes blockages; replaces worn parts; assists maintenance as required.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Assists in preventative maintenance and services equipment according to an established schedule and inspects facilities and equipment to determine the need for maintenance or repair.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Performs the most difficult wastewater treatment plant operations, maintenance, and repair duties and provides technical assistance to operators.
- 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.
- Maintains accurate logs and records of work performed; prepares periodic reports.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Responds to operations, maintenance, and repair emergency situations as required.
- Provides backup to Collections Maintenance Lead and Wastewater Operations Manager as needed.
- Responsible for obtaining quotes and proposals, managing contracts, and generating purchase orders according to policy.
- Performs other related work as required.

QUALIFICATIONS

Knowledge of:

- Principles and best practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Water chemistry, sanitary microbiology, sedimentation theory, laboratory analyses of water and wastewater, and instrumentation and computer applications common to a modern water pollution control facility.
- Principles, practices, equipment, materials, and tools used in operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Principles, practices, and programs for the District's industrial wastewater pretreatment program, the industrial waste inspection function, and related programs and projects.
- Practices and techniques related to wastewater and/or hazardous materials sampling, sample handling, and standard analysis methods.
- Equipment, tools, and materials used in maintenance activities and services related to wastewater treatment and distribution systems.
- Basic mechanical, electrical, and hydraulic principles.
- Basic and advanced arithmetic and statistical techniques.

- 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, and procedures of wastewater treatment plant systems and facilities, including related equipment and hazardous materials.
- Safe driving rules and practices.
- Basic use of Microsoft office suite programs such as Word, Excel, and Outlook.
- 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 District staff.
- Practices of coordinating operations with outside agencies.
- Principles and practices of project planning.

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 wastewater treatment maintenance and repair operations and activities.
- Interpret, apply, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Oversee, direct, and coordinate the work of staff. Assist in the development of work standards, goals, and objectives. Assist in the evaluation of personnel needs.
- 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 the solution.
- Exhibit and instill in subordinates a high customer service priority.
- 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.
- 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 office equipment, including computer equipment and software programs.
- Effectively 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.
- Work in a team environment as a contributing team member.
- Work on-call, weekends, and holidays as assigned.

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:

High School diploma or equivalent supplemented by specialized training in wastewater treatment operations and maintenance, and five (5) years of responsible experience in the operation and maintenance of a wastewater treatment plant.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as a condition of employment.
- Possession of, or ability to obtain, an appropriate valid California's Class B driver's license with tanker and air brake endorsements within nine months of appointment.
- Possession of a Grade III Wastewater Treatment Operator Certificate issued by the State of California Water Resources Control Board.
- Possession of, or ability to obtain, a California Water Environmental Association (CWEA) Grade I Plant Maintenance Technologist Certificate within two years of appointment.
- Possession of, or ability to obtain, a California Water Environmental Association (CWEA) Grade II Collections Certificate within two years of appointment.
- Possession of, or ability to obtain, a Transportation Worker Identification Credential (TWIC) within one year of appointment. This credential requires a Transportation Security Administration (TSA) level background check.

PHYSICAL DEMANDS

Must possess strength, stamina, and mobility in order to work in standard wastewater treatment plant and related facilities, perform light to medium physical work, work in confined spaces, around machines and to, climb and descend ladders, and 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. Must be able to hear audio alarm and/or see flashing alarm lights.

This position involves frequent standing and 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 the 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 of moderate to heavy weight using safe lifting techniques and the proper use of equipment. Examples of potential lifting tasks include moving (not lifting) manhole covers up to 75 lbs., carrying mechanical parts, equipment, and tools up to 50 lbs. and carrying miscellaneous objects such as chemical containers, waste containers, etc. also up to 50 lbs.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, 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 in interpreting and enforcing District policies and procedures.