

ASSISTANT OPERATIONS SUPERVISOR

SUMMARY

Under general direction of the Operations Supervisor, plans and supervises the administrative and staffing needs of the Operations Department and is responsible for daily operations, process adjustments and performance of the wastewater treatment plant and related facilities; develops and implements tests and trials for analyzing and optimizing processes; ensures that NPDES and BAAQMD permits' requirements, state and federal regulations and all applicable rules are met continuously; operates and performs preventive and corrective maintenance on equipment, facilities and related appurtenances as found in a continuously-operating wastewater treatment plant, pump stations and related facilities; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to the following:

- Plans, prioritizes, assigns, supervises and reviews plant operations and the work of operations staff.
- Manages shift bidding, insures appropriate shift coverage, and considers leave requests and overtime.
- Monitors plant processes and makes appropriate operational changes to ensure NPDES and BAAQMD permits are in compliance; ensures regulatory requirements, and Agency operational goals and objectives are met.
- Monitors, tests, and analyzes plant processes to improve efficiency of unit processes and optimize plant performance.
- Maintains an inventory of chemicals and supplies; requisitions additional materials as required.
- Financial duties include: participation in the budget development; recommending short and long term O&M and capital projects that will enhance cost effective operations; process receipts and invoices as required, and manage assigned budget accounts.
- Attends, leads and participates in meetings, training and safety sessions, and on teams and subcommittees as required.
- Prepares clear, accurate and effective correspondence, reports, documentation, specifications, procedures and other written materials.
- Manages contracts and projects as required.
- Coordinates work and cooperates with department managers, and their staff, contractors, Agency customers, and the general public as necessary.
- Participates in operations and maintenance functions of the plant and related facilities, performing such activities as:
 - Overseeing plant, pump station and remote facilities operation on a regularly scheduled bases;
 - Operating and performing preventive and corrective maintenance on a variety of plant equipment;
 - Operating valves, pumps and automated controls to regulate the flow of wastewater through the plant;
 - Collecting wastewater, biosolids and other samples from various phases of the treatment process and performing standard chemical and physical tests on these samples;
Using a variety of hand and power tools and testing equipment;
 - Writing, approving and completing CMMS work orders, [maintaining accurate records of process data, chemical test results and Operations' work performed]; and

- Observing appropriate safety procedures and using all safety equipment, including those related to the safe handling of various chemicals.
- Gives tours of the plant and related facilities for the public.
- Performs confined space entry, rescue, and Emergency Response (SEMS/ICS).
- May be required to work shifts and/or holidays as operational staffing levels dictate and overtime or off-hour shifts in emergency conditions and for planned shutdowns.
- Performs the duties of the Operations Supervisor on a relief or as-assigned basis.

SUPERVISORY RESPONSIBILITIES

In conjunction with the Operations Supervisor this position supervises lead operators, and operators of varying grades. Carries out supervisory responsibilities in accordance with Agency guidelines, policies, and applicable labor, regulatory, and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees. Plans, assigns, sets staffing levels, and ensures preventive maintenance work is completed; tracks and authorizes time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining employees; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

INTERPERSONAL SKILLS

Ability to interact with co-workers, supervisors, subordinates, vendors, local agency staff, and the general public in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

EDUCATION and/or EXPERIENCE

Equivalent to graduation from high school supplemented by training required for certification by the California State Water Resources Control Board. Two years of college desirable. Four years of experience in operating and performing routine maintenance to facilities and equipment in a secondary wastewater treatment plant and related pumping stations, which has included two years in a lead or supervisory capacity.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from staff, other departments' managers and staff, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to recognize, mitigate and correct unusual, inefficient or dangerous operating conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a Grade IV certificate issued by the California State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up to 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

SPECIAL REQUIREMENTS and RIGHT TO WORK DOCUMENTATION

This is a temporary position. Applicants will be currently employed CMSA employees (and will have already shown documentation required as proof of authorization to work in the United States).

Job Title: Assistant Operations Supervisor
Department: Operations
Reports To: Operations Supervisor
FLSA Status: Non-Exempt
Revised Date: September 2010