



CENTRAL MARIN SANITATION AGENCY

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OPERATIONS SUPERVISOR

SUMMARY

Under general direction of the Treatment Plant Manager, plans, and supervises the administrative and staffing needs of the Operations Department; responsible for daily operations, process adjustments and performance of the wastewater treatment plant processes and related facilities; develops and implements tests and trials for analyzing and optimizing processes; ensures that NPDES and BAAQMD permits' requirements, regulations and all applicable rules are continuously met; operates and performs preventive and corrective maintenance on equipment and facilities; and performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Plans, prioritizes, assigns, supervises and reviews plant operations and the work of operations staff.
- Manages shift bidding, ensures appropriate shift coverage, and approves leave requests and overtime.
- Monitors plant processes and make appropriate operational changes to ensure NPDES and BAAQMD permits, other regulatory requirements, and Agency operational goals and objectives are met.
- Tracks, tests, and analyze plant processes to improve efficiency of unit processes and optimize plant performance.
- Financial duties include participation in 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.
- Coordinates work and cooperate with all department managers, Agency staff, and the public.
- Oversight of treatment plant, pump station, and odor control facilities operation
- Operating and performing preventive and corrective maintenance on a variety of equipment.
- Operating valves, pumps, and automated controls to regulate the flow of water and wastewater.
- Using a variety of hand and power tools and testing equipment.

OTHER JOB FUNCTIONS AND RESPONSIBILITIES INCLUDE:

Duties include, but are not limited to the following:

- Prepares clear, accurate and effective correspondence, reports, documentation, specifications, procedures and other written materials.
- Collecting wastewater, biosolids, and other samples from various phases of the treatment process and performing standard chemical and physical tests on these samples.
- Writing, approving, and completing CMMS work orders, maintaining accurate records of process data, chemical test results and Operations' work performed.
- Observing appropriate safety procedures and using all safety equipment, including those related to the safe handling of various treatment chemicals.
- 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.
- Maintains an inventory of chemicals and supplies; requisitions additional materials as required.
- Facilitate tours of the plant and related facilities for the public.
- Performs confined space entry, rescue, and Emergency Response (SEMS/ICS).
- Performs the duties of the Treatment Plant Manager on a relief or as-assigned basis.
- Manages projects as required.
- Drives to off-site facilities to assist with deliveries, respond to alarms, perform inspections, and support

routine and emergency work as needed.

SUPERVISORY RESPONSIBILITIES

This position supervises an assistant operations supervisor, lead operators, and operators. Carries out supervisory responsibilities in accordance with agency guidelines, policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, staffing coverage, and directing work; tracking and authorizing 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 essential job functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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. Six years of experience in operating and performing routine maintenance of facilities and equipment in a secondary wastewater treatment plant and related pumping stations, which includes one year in a lead or supervisory capacity.

Interpersonal Skills

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, 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.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, other departments' managers & staff, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to project budget expenses, prepare maintenance project layout calculations, and solve wastewater-related math problems.

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 V wastewater treatment plant operator 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.

PHYSICAL DEMANDS

While performing the essential job functions, the employee is regularly required to use hands to handle or

feel; and talk or hear in person, on the telephone, or on the radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell.

The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9 inches off the ground (such as for a manhole cover). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the essential job functions, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; and outdoor weather conditions; to elevated, 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 quiet with occasional exposure to moderate noise in the field and loud noise in a few equipment rooms.

Job Title: Operations Supervisor
Department: Operations Technical Services
Reports To: Treatment Plant Manager
FLSA Status: Non-Exempt
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