



CENTRAL MARIN SANITATION AGENCY

1301 Andersen Drive | San Rafael, CA 94901 | 415.459.1455 | FAX: 415.459.3971

JOB DESCRIPTION: 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 for analyzing and optimizing processes; ensures that requirements for the NPDES and BAAQMD permits are continuously met; operates and performs preventive and corrective maintenance on equipment, facilities, and related appurtenances as found in wastewater treatment plants, pump stations, and related wastewater facilities.

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.
- Ensures appropriate facility staff coverage, manages overtime and shift bidding, and considers leave requests.
- Monitors facility and processes, and makes appropriate operational changes to ensure compliance with NPDES and BAAQMD permits and attainment of Agency operational goals.
- Monitors, tests, and analyzes treatment processes to improve efficiency and optimize performance.
- Maintains an inventory of chemicals and supplies; requisitions additional materials as required.
- Participates in the development of the annual operating and capital budgets; recommends short- and long-term projects that will enhance cost-effective operations; processes purchase orders, receipts, and invoices as required; and manages assigned budget accounts.
- Leads and participates in meetings and trainings, and serves on teams and committees as required.
- Prepares clear, accurate, and effective correspondence, reports, documentation, specifications, procedures, and other written materials.
- Manages projects as required.
- Coordinates work and cooperates with department managers and their staff, contractors, Agency customers, and the general public as necessary.
- Operates and performs preventive and corrective maintenance on a variety of equipment.
- Collects and analyzes wastewater, biosolids, and other samples from various treatment processes.
- Uses a variety of hand and power tools and testing equipment.
- Writes, approves, and completes CMMS work orders.
- Maintains accurate records of process data, chemical test results, and Operations' work performed.
- Ensures appropriate safe work procedures and practices are observed at all times, and verifies that assigned safety equipment is maintained per manufacturer recommendation.

- Provides tours of the Agency and related facilities.
- Performs confined-space entries, self-rescues, and Emergency Response (SEMS/ICS).
- Works 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 department staff of varying certification levels. Carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory, and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees. Plans, assigns, and sets staffing levels, and ensures preventive maintenance work is completed; tracks and authorizes time sheets; sets staff work expectations, performance goals, and work plans; appraises performance; rewards and disciplines employees; and investigates, addresses and resolves 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.

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. Five years of progressive 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 first-line supervisory capacity.

Interpersonal Skills

Ability to work cohesively in a team setting; ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret processes trends and graphs, and 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 at time of hire, a valid California State Water Resources Control Board (SWRCB) Grade IV wastewater treatment plant operator certificate. 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 regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally be required to lift and/or move up to 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

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; 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

There are no special requirements for this position.

Job Title:	Assistant Operations Supervisor
Department:	Operations
Reports To:	Treatment Plant Manager
FLSA Status:	Non-Exempt
Revised Date:	April 2018