

## **Goleta Sanitary District Job Description**

**Job Title:** Wastewater Treatment Plant Operations Supervisor  
**Department:** Plant Operations  
**Reports To:** Plant Operations Manager  
**FLSA Status:** Non-Exempt (Non-Salary)

### **SUMMARY**

Under direction from the Plant Operations Manager, is responsible for supervising, assigning and participating in the work of staff responsible for operation and maintenance of the District's wastewater treatment processes, equipment, pump stations and related facilities. Develops and implements process control parameters for an advanced wastewater treatment and reclamation facility in compliance with state regulatory agency requirements; Monitors and adjusts treatment processes and performs a variety of skilled technical duties including laboratory analysis, facility maintenance and process control decisions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

May be assigned to function as the chief Plant Operator in the absence of the Plant Operations Manager.

Participates in the preparation and administration of the plant operations budget.

Participates in the selection of plant operations staff; provide or coordinate staff training; work with employees to correct deficiencies.

Attends and participate in professional group meetings; stays abreast of new trends and innovations in the wastewater field.

Establishes performance requirements and personal development targets with assigned staff; regularly monitors performance and provides coaching for performance improvement and development.

Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine treatment process condition and process operating strategy.

Monitor and adjust computerized SCADA system and process control software.

Starts and stops pumps, engines, and generators to control flow of wastewater through filtering, settling, aeration, and sludge digestion processes.

Maintains, compiles and updates plant operations logs and reports; performs and records mathematical calculations related to plant operational activities.

Determines proper process control operating parameters and supervises their implementation.

Evaluates process control data to determine process control adjustments for optimum plant performance.

Operates, maintains and adjusts treatment plant pumps, process equipment and power generating equipment.

Monitors and maintains chemical feed equipment and chemical inventories used in the treatment process

Operates motorized equipment such as front-end loaders, forklifts, articulated wheel loaders and dump trucks.

Provides supervision and training to treatment plant personnel assigned to operations.

Administers various programs dealing with training, safety and special projects.  
Enforces District safety regulations.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge Of:** Methods of treatment processes used in a Grade IV wastewater treatment plant; principle, practices, methods and procedures used in the operation of a wastewater treatment plant; applicable federal, state, and local laws, regulations, and policies; water chemistry, bacteriology and hydraulics; safe work practices; wastewater and biosolids sampling techniques; record keeping and reporting practices and procedures.

**Ability To:** Operate and maintain the full range of equipment commonly found in wastewater treatment plants; monitor and maintain plant processes at an optimal and cost effective level; perform computer calculations as necessary to determine operating parameters; exercise sound independent judgement within areas of responsibility; conduct laboratory tests and analysis; read and interpret gauges and recording devices monitoring plant operations; operate motorized equipment used in plant operations; establish and maintain effective working relationships with those encountered in the course of work.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED)

Six years of experience performing the function of a wastewater treatment plant operator, including two as a lead operator.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, logbook entries and correspondence. Ability to speak effectively before groups of customers or employees of the District.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California Class C driving license with a satisfactory driving record.

Possession of a Grade IV Wastewater Treatment Plant Operator Certificate issued by the CA Water Resources Control Board.

Ability to obtain a CA Water Environment Laboratory Technologists Grade I certificate within 18 months.

Ability to obtain an American Red Cross First Aid and Cardiopulmonary (CPR) certificate within 3 months.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and smell. The employee is occasionally required to sit 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 lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is occasionally required to work in confined spaces or other areas with potentially hazardous atmospheres requiring the use of self-contained breathing apparatus (SCBA) or respirators and in that respect is required to follow the District's facial hair policy.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate.