

City of South San Francisco
Human Resources Department

Plant Operations Supervisor
Class Description

Definition

Under general direction of the Plant Superintendent / Assistant Plant Superintendent, plans and supervises the administrative and staffing needs of the Plant Operations Program and is 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 treatment plant processes; ensures that regulatory permits' requirements, regulations and all applicable rules are met continuously; operates, 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.

Distinguishing Characteristics

This is the full supervisory level in the Treatment Plant Operator class series. Incumbent performs professional level activities and has considerable latitude for independent decision making in choosing methods of developing and implementing approved procedures. Whereas the Lead Plant Operator classification provides technical and functional line level oversight over assigned personnel or area, the Plant Operations Supervisor has full administrative and fiscal responsibility over the Plant Operations Program. The Plant Operations Supervisor is distinguished from the next higher-level classification of Assistant Plant Superintendent in that the latter has division-wide responsibilities.

Typical and Important Duties and Responsibilities

Duties include, but are not limited to, the following.

1. Plans, prioritizes, assigns, supervises and reviews plant operations and the work of operations staff.
2. Makes effective recommendations regarding employee hiring, promotion and discipline.
3. Trains, mentors and develops operations staff for continuous improvement of professional standards.
4. Evaluates team staffing arrangements, staffing levels, and work assignments.
5. Establishes clear performance expectations for staff and conducts regular performance appraisals; counsels employees on performance or behavior related issues and implements progressive corrective action when necessary.
6. Manages a variety of personnel actions in such areas as approval of leave requests and overtime, tracking and authorizing time sheets and managing shift bidding.
7. Monitors and ensures NPDES and BAAQMD permits, regulatory requirements, and City operational goals and objectives are met.
8. Oversees and evaluates plant processes including investigating problems and developing and implementing process improvement changes; makes appropriate adjustments to ensure compliance with discharge requirements and process optimization.

9. Ensures that required materials, equipment and supplies are available to carry out assigned tasks; evaluates inventory needs; requisitions additional stock as required.
10. Assists in developing and implementing the operations program budget; forecasts additional funds needed for staffing, equipment, materials and supplies; authorizes, monitors, and controls expenditures; processes receipts and invoices as required.
11. Recommends short- and long-term Operations & Maintenance and capital projects that will enhance cost effective operations; recommends revenue opportunities and avenues for cost recovery.
12. Conducts safety and other training specific to the unit's work; oversees and enforces safe work practices; works with staff to identify and resolve safety issues.
13. Attends and leads various meetings and trainings and makes presentations; participates on teams and subcommittees as required.
14. Prepares a variety of standard and complex reports, documentation, specifications, procedures and other written materials.
15. Manages contracts and oversees capital improvement projects as required.
16. Coordinates work and cooperates with all department managers, division managers and program supervisors, their staff, the outside public and customers.
17. Writes, approves and completes CMMS work orders; ensures accurate recordkeeping of all process data, chemical test results and Operations' work performed.
18. Coordinates and gives tours of the plant and related facilities for the public.
19. Plans and executes plant shutdowns.
20. May perform the work of the unit on a relief basis or under unusual or emergency circumstances; assists team with the most complex or sensitive types of work activities.
21. Performs the duties of the Chief Plant Operator on a relief or as-assigned basis pursuant to Title 23, Division 3, Chapter 26, Section 3680(b) of the California Water Code.
22. Performs related duties as assigned.

Job-related Qualifications

Knowledge of:

- Principles, practices, regulations, and procedures associated with wastewater treatment operations, including OSHA regulations.
- City guidelines, policies and applicable labor, regulatory and safety laws.
- Principles and practices of effective performance management, supervision, training, and employee development.
- National Pollutant Discharge Elimination System (NPDES) Permit provisions.
- Principles and practices of program administration, including budgeting, purchasing and expenditure monitoring.
- Principles and practices of contract administration.
- Standard techniques related to records management.
- Modern office procedures and methods including computer equipment, specialized software applications, and electronic communication usage and methods.

Ability to:

- Demonstrate excellent judgment about both technical and management issues and make sound, independent decisions about day-to-day activities and in emergency situations.
- Effectively plan, organize, supervise, train, and evaluate the work and performance of subordinate employees.

- Establish and maintain collaborative and professional working relationships with those contacted in the course of work, including co-workers, supervisors, subordinates, vendors, member agencies, and the general public.
- Foster effective two-way communication between management and staff; promote teamwork and employee engagement by encouraging feedback, recognizing contributions and address concerns constructively.
- Organize own work, prioritize assignments, meet critical deadlines, and adhere to scheduled shift hours.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Keep accurate records and prepare clear, concise and complex written reports, business correspondence, and procedure manuals.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures; recognize, mitigate and correct unusual, inefficient or dangerous operating conditions.
- Apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations and mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Read and interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Skill in:

- Using personal computers and associated applications, including SCADA software, and Computerized Maintenance Management Systems (CMMS).
- Driving a variety of vehicles safely.

Education, Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: 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 includes at least one year in a lead or supervisory capacity.

Training: Equivalent to graduation from high school, supplemented by training required for certification by the California State Water Resources Control Board.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of continued employment.

- Possession of, or ability to obtain, a Grade IV certificate issued by the California State Water Resources Control Board (SWRCB) within twelve (12) months of appointment.
- Possession of a valid California Class C driver's license, and a satisfactory driving record.

Special Requirements

Essential duties require the following:

Physical Skills: Regular use of hands to finger, handle, or feel; hearing and speech to communicate in person, over the telephone or on the radio; smell to distinguish odors. Frequent standing, walking, sitting, reaching with hands and arms, and smelling. Occasionally required to climb or balance and stoop, kneel, squat, twist, crouch, crawl, and climb stairs and ladders. Must be able to lift, move, and/or carry up to 25 pounds to shoulder height and up to 50 pounds to waist height. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to use standard office equipment, including a computer.

Work Environment: Mobility to work in a typical office setting and/or field setting; frequent exposure to moving mechanical parts and electrical hazards; exposure to noise, vibration, fumes or airborne particles; confining spaces; to wet and/or humid conditions; and outdoor weather conditions. Occasional exposure to high, precarious places; toxic or caustic chemicals.

Ability to: Travel and drive safely to different work sites and locations and maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights, and holidays as operational staffing levels dictate; work protracted and irregular hours; respond to a cell phone, take 24-hour call and stand-by; be available for unusual or off-hours shifts in emergencies and for planned plant shutdowns or for evening meetings.