

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 06/03/08

TITLE: OPERATIONS SUPERVISOR

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Provide supervision and direction to Treatment Plant Operators, and Utility Worker(s) in the operation of wastewater facilities to ensure proper operation and compliance with discharge requirements, including reports, for the Victor Valley Wastewater Reclamation Authority (VVWRA). Will also serve as a member of the Employee Safety Committee. Reports to the Director of Operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Write routine reports and correspondence.
3. Establish employee objectives, evaluate employee performance and make recommendations for employee development.
4. Supervise and coordinate daily activities of plant operations.
5. Monitor and analyze operational data to ensure compliance with all laws and regulations related to wastewater collection, treatment, and discharge.
6. Prepare discharge monitoring reports, biosolids disposal reports, and related documents, including submittals to Lahontan RWQCB, AQMD, NDPES, SWRCB, and other regulatory agencies.
7. Review operating costs, treatment unit performance, and plant cleanliness and appearance; make and approve recommendations to increase efficiency, reduce costs and improve processes.
8. Schedule operations to be performed and assign operations personnel as appropriate.
9. Assist in operation of plant equipment and controls.
10. Analyze and resolve work problems, or assist employees in solving work problems.
11. Ensure proper operational plans are in place and that adequate operations records are kept.
12. Maintain grooming standards to properly fit SCBA.
13. Train operations personnel in proper operational, safety, and hazardous material procedures.
14. Interpret company policies to workers and enforce safety regulations.
15. Review and approve time sheets and leave requests for operations personnel.
16. Make budget recommendations to Director of Operations and oversee management of operations budget.
17. Coordinate with Maintenance Supervisor on the activities of both departments.
18. Assist in developing and overseeing training programs.
19. Learn and maintain proficiency in computer hardware and software utilized by VVWRA.
20. Maintain a clean and safe work area and adhere to all safety requirements.
21. Participate in the administration of disciplinary process when necessary.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Laws, rules and regulations controlling operation of treatment facilities
Budgeting, operating costs, and general supervision

Ability to:

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Supervise and coordinate daily activities of plant operations.

Communicate effectively orally and in writing.

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Skill with PC-based computer systems and word processing, accounting and spreadsheets.

Sit for long periods of time.

Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms.

Frequently stand, walk, climb or balance, stoop, kneel, crouch, or crawl to operate equipment located in tight quarters and participate in confined space entry and exit procedures, including rescues.

Talk, hear, see and smell.

Use and operate self contained breathing apparatus (SCBA).

Frequently use a computer for extended periods of time

Willing and able to carry cell phone/radio at all times while on duty

Employee is expected to work regular hours of the approved VVWRA alternate work schedule. Employee is expected to work whatever hours necessary to accomplish the responsibilities and the duties of the job. Notwithstanding the foregoing, Employee is required to work whatever hours necessary to accomplish the responsibilities and the duties of the job and, accordingly, is required to be available on call, 24 hours a day, 7 days a week, and a VVWRA-owned vehicle will be assigned to Employee for use in performing the services and otherwise pursuant to the VVWRA Vehicle Usage Policy.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Experience:

Employee must possess (at a minimum) an Associates degree in science, engineering, or technology. A Grade V Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board, or ability to obtain Grade V certification within one year of hire, and a valid State of California Class C driver's

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license are required. And a minimum of five years supervisory experience in the operation of a comparable industrial or municipal wastewater treatment facility, required. Experience may be substituted for the educational requirements.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions; employee may be frequently exposed to fumes or airborne particles; occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration; work in high locations; work in confined spaces; often work in a high noise environment

Physical: Incumbents require sufficient physical ability to stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; to operate assigned equipment and vehicles including SCBA. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.