SAUSALITO-MARIN CITY SANITARY DISTRICT

OPERATIONS SUPERINTENDENT

DEFINITION

Under minimal general supervision of the General Manager, plans, organizes, and supervises the work of assigned staff in the operation and maintenance of the District's wastewater collection, pumping and treatment systems; serves as the District's Chief Operator; supervises the Lab Director and personally performs all tasks necessary to operate and maintain wastewater treatment process and equipment. Other duties as assigned may include acting as the General Manager in their absence.

SUPERVISION EXERCISED

Supervises directly and through subordinate lead personnel plant operations maintenance and lab personnel from trainees through the skilled operations and maintenance level staff.

IMPORTANT AND ESSENTIAL DUTIES (Illustrative Only)

1. Job duties of the Operation and Maintenance Technician III classification.
2. Initiates, plans, directs and oversees the sequence of operations for large and complex repair, maintenance and construction work at treatment plants, pump stations, and collection systems.
3. Coordinates staffing with operational and mechanical activities, directs the coordination of assigned work with appropriate personnel, reviews, preliminary design and specification, and in association with appropriate staff, makes recommendations involving modifications to facilities.
4. Directs, coordinates and reviews the work plan for assigned plant facility services and activities; assigns work activities and projects, monitors work flow; reviews and evaluates work products, methods and procedures; and meets with staff to identify and resolve problems.
5. Establishes policies and procedures for operation and maintenance of complex treatment and pumping equipment, chemical handling systems and collection system.
6. Designs and implements training of crews in plant operation, maintenance, construction, repair and safety principles to meet and comply with national, federal, state, and local regulations
7. Manages the computer-based maintenance program and strives to maintain a 20/80 percent balance between preventive and reactive maintenance.
8. Implements programs that promote organizational continuing improvement and best management practices.
9. Formulates, initiates and directs the operational parameters for facilities and equipment, including storm periods or emergencies.
10. Approves time sheets, equipment, labor changes and assigns priority of work orders for plant maintenance personnel.
11. Participates in the development and implementation of District goals, objectives, policies and priorities.
12. Selects, trains, motivates and evaluates personnel performance; prepares annual performance appraisals and performance goals; and implements discipline procedures, when required.
13. Prepares and presents staff reports and other correspondence as appropriate and necessary.
14. Assist in the planning, design, and inspection of capital improvement projects.
15. Coordinates and/or assists with District Engineer in construction sequencing and temporary controls which may impact normal operations.
16~~5~~. In cooperation with the Safety Director, designs and administers safety programs

17~~6~~. Serves as the principle District liaison with regulators with regard to the day-to-day operation and maintenance of District facilities and prepares and submits reports
18~~7~~. Ensures an adequate inventory of supplies, tools, and equipment to efficiently operate and maintain the District's facilities and equipment.
19~~8~~. Monitors and ensures compliance with Federal, State, and local requirements that govern the District's collection, treatment, reclamation, and disposal facilities.
20.~~19~~. Fills in for the General Manager as required.

Knowledge of:
1. The methods, materials, equipment, and chemicals used in the operation, maintenance, repair and construction of various types of mechanical, hydraulic, pneumatic, chemical, and electrical/instrumentation components in wastewater treatment plants, pumping stations, and collection systems, including chemical handling, odor control, and sludge dewatering.
2. Safety principles and state-OSHA NFPA federal, state and local safety order requirements involved in all aspects of plant and collection system operation maintenance work, equipment usage, and confined space work performed
3. Leadership, supervisory principles and practices that include training, planning, budgeting and scheduling effective use of personnel, equipment and materials
4. Computer systems and programs relevant to wastewater operation and maintenance
5. Pertinent federal, state and local laws, codes and regulations
6. Permit and regulatory requirements for the operation and maintenance of wastewater collection conveyance and treatment facilities
7. Principles of budget preparation and control.
8. Establish and maintain effective working relationships with those contacted in the course of work, including a variety of government officials and the general public
9. Direct operations of all mechanical, hydraulic, pneumatic, and electrical and instrumentation equipment used in treatment plant operations
10. Communicate clearly and concisely, both orally and in writing in the English language

Ability to:
11. Supervise, direct and coordinate the work of staff
12. Hire, supervise, train and evaluate staff
13. Interpret and explain applicable policies and procedures
14. Prepare clear and concise reports
15. Plan and oversee complex jobs, including the utilization of personnel, materials, and equipment
16. Interpret and explain blueprints, specifications, and maps
17. Prepare and communicate budget information
18. Operate and maintain facility to meet permit and regulatory requirements
19. Manage multiple projects, priorities, and deadlines with successful outcomes
20. Establish and maintain a work environment of openness, mutual respect, continuing improvement and teamwork
21. Conceptualize and translate ideas into action

EXPERIENCE AND TRAINING GUIDELINES
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience
Seven or more ~~Ten~~ years of increasingly responsible experience in the operation and maintenance of wastewater collection and treatment and facilities, with at least two years in a supervisory capacity.

Training
Equivalent to the completion of twelfth grade supplemented by specialized training in biology, chemistry or related field. A Bachelors degree in a technical discipline is highly desirable.

LICENSE OR CERTIFICATE
Possession of a Grade V Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board or a Grade IV certificate and the ability to obtain a Grade V certificate in a time frame specified by the District Manager.

CWEA certification in maintenance, collection systems and laboratory technologies are highly desirable.

Possession of an appropriate, valid driver's license and a motor vehicle record which meets the District's Driving Standard Procedure.

SPECIAL REQUIREMENTS
Essential duties require the following physical abilities and work environment:
Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 50 lbs; Exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, chemicals, dust, domestic waste and mechanical hazards; Availability for on call, stand by, weekend and shift work.