SAUSALITO-MARIN CITY SANITARY DISTRICT

OPERATIONS AND MAINTENANCE SUPERVISOR

DEFINITION

Under direction 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 and disposal systems; serves as the District's Chief Plant Operator; and personally performs all tasks necessary to operate and maintain wastewater treatment process and equipment.

SUPERVISION EXERCISED

Exercises technical and functional direction over plant operations and maintenance personnel from trainees through the skilled operations and maintenance level staff.

IMPORTANT AND ESSENTIAL DUTIES (Illustrative Only)

- Plans, schedules, assigns, supervises, monitors and evaluates the work of operations and maintenance personnel to ensure the achievement of a high level of productivity, cost effectiveness and efficiency and that facilities and equipment are maintained at a high level of readiness.
- Develops work schedules and assignments and monitors progress; establishes standby lists and provides for notification for emergency off-hours work.
- Assists in the establishment and maintenance of contingency plans for emergency operation of collection system, pumping facilities, the treatment plant, and the disposal system.
- Ensures compliance with Federal, State, and local requirements governing the District's collection, treatment, reclamation and disposal facilities.
- Maintains accurate, current and complete data pertaining to the operation and maintenance of District facilities and compliance with regulatory requirements.
- Assists in preparation, organization, and completion of monthly, quarterly, and annual wastewater discharge, biosolids and related reports.
- Participates in special studies and investigations, reviews literature on technical issues, reviews data, work products, and reports prepared by lower level staff and provides written reports to the General Manager and regulatory agencies
- Advises and consults with the District Manager on the development of programs and procedures to optimize the operation and maintenance of District facilities.
- Implements and administers the policies, procedures, and programs of the District.
- Develops, modifies and updates procedures, guidelines and O&M manuals for the operation and maintenance of wastewater conveyance and treatment facilities.
- Reviews plans and specifications for developer and capital improvement projects.
- Inspects work in progress and upon completion.
- Participates in the preparation of operating and capital budgets.
- Prepares and administers purchase order and outside service contracts.
- Maintains an inventory of supplies, tools, and spare parts to efficiently operate and maintain District facilities and equipment.
- Develops and implements O&M plans, goals and objectives.

- Develops and implements an effective maintenance management program which includes work orders and preventive and predictive maintenance elements.
- Promotes a safe working attitude among staff and safe working conditions and practices to minimize lost-time accidents and reportable accidents; identifies and corrects safety hazards.
- Proactively identifies and takes steps to correct housekeeping problems to ensure buildings and grounds are maintained in an impeccable condition.
- Maintains cooperative working relations and good morale among staff.
- Ensures that personnel are appropriately trained in the proper operation of facilities, equipment and tools, the storage and handling of hazardous chemicals, and confined space procedures and work safety practices.
- Analyzes and interprets operations and laboratory data and makes or directs process control changes to wastewater treatment plants to ensure optimized plant performance and compliance with regulatory requirements.
- Assists in special investigations and studies of plant influent flow and loading, illegal discharge into the sanitary sewer system, plant operations and performance, and biosolids processing; prepares reports and may make presentations.
- Approves time sheets, equipment, labor changes and assigns priority of work orders for plant personnel.
- Coordinates work with that of other agencies.

OTHER JOB RELATED DUTIES

- Responds to and maintains order in emergency situations.
- Performs other related duties as assigned.
- Performs the essential and important duties of the O&M Technician I/II and III classes.

QUALIFICATIONS

Knowledge of:

- Applicable laws, regulations, processes and procedures.
- Basic principles of budget development and administration.
- Safety practices and principles related to the work, handling and transporting hazardous waste and materials, chemicals and gases, and CAL-OSHA requirements involved in all aspects of plant maintenance work, equipment usage, and confined space work.
- Principles of operation and maintenance management, including process control.
- Supervisory principles and practices including training, planning and scheduling work, effective use of personnel, equipment materials and performance evaluations.
- Services, operations and activities of a wastewater treatment laboratory testing program.
- The methods, materials, and equipment used in the maintenance, repair and construction of various types of mechanical, hydraulic, pneumatic, chemical, and electrical/instrumentation components in wastewater treatment plants, complex pumping stations, and chemical handling.

Skill in:

- Operating wastewater pumping and treatment facilities and equipment and diagnose problems with them.
- Analyzing wastewater laboratory and treatment process data and making appropriate process modifications to avoid violations and operate in a cost-effective manner.
- Operate a motor vehicle safely.
- Be proficient in the use of computer and computer applications.
- Conducting chemical, biological, and physical analyses of samples of influent, process stages and effluent.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work including a variety of government officials and the general public.
- Develop and administer an operations and maintenance budget.
- Interpret computer maintenance program printouts and determine proper course of action.
- Wear personal protective equipment, such as safety glasses or goggles, hard hat, respirator protection (e.g. dust mask, self-contained breathing apparatus, etc.), safety steel toe boots, gloves, protective clothing, and other safety protection as required.
- Interpret and explain policies, safety practices and standard operational procedures.
- Communicate clearly and concisely, both orally and in writing in the English language.
- Plan complex jobs, including the utilization of personnel, materials, and equipment.
- Read, interpret and explain construction drawings, diagrams, specifications, O&M manuals and maps.

Education and Experience

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:
Eight years of increasingly responsible experience in the operation and maintenance of wastewater collection and treatment and facilities, including at least two years at a shift supervisor or equivalent. Successful completion of college or technical school coursework related to the field may be substituted for the experience on a year for year basis to a maximum of two years.

Education:
Equivalent to graduation from high school supplemented by specialized training in biology, chemistry or a related field. An associate or bachelor's degree in a technical discipline is highly desirable.

LICENSES OR CERTIFICATES

Must possess a Grade IV Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board.

Must possess a Laboratory Analyst II certificate and a Mechanical Technologist Grade II certificate issued by the California Water Environment Association, or obtain such certificates in a time frame specified by the District.

Must possess a valid California class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess stamina to walk, stoop, climb and work in confined spaces and typical office and laboratory settings; strength to lift and carry equipment, tools and supplies weighing up to 50 pounds and heavier weights with proper equipment; vision to read a printed page and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORKING CONDITIONS

Must be willing to work under potentially hazardous conditions and with exposure to potentially hazardous chemicals. Must assume responsibility for emergency and off-shift activities, including acting as the initial on-site responder to such situations as required.