

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Operations Supervisor

Department: Operations Department

FLSA Status: NON EXEMPT

Revised as of: 12/2019

DEFINITION

Oversees and supervises the wastewater treatment operations overall process within the Operations Department to ensure wastewater discharge requirements (WDR) are met; ensures the Agency is in compliance with all regulatory requirements; plans and implements projects and troubleshoots overall plant malfunctions; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Operations Supervisor level recognizes positions that perform full supervisory responsibilities including planning, assigning and evaluating the work of subordinates and responsibility for overall operational activities of the Operations Department including regulatory compliance, projects, and plant functions.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Chief Plant Operator, or designee. Exercises direct supervision over assigned technical personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Implements goals and objectives related to assigned section; establishes schedules and methods for wastewater treatment operations and processes; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in wastewater treatment process operations.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Recommends the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Troubleshoots problems and unusual situations; submits repair requests; assists with planning, prioritizing and implementing special projects.

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- Ensures proper procedures for taking the plant off and back on line, monitors chemical and gas levels; ensures compliance with SOP's (Standard Operating Procedures) and all other applicable requirements.
- Ensures operations are in compliance with all regulatory requirements; monitors operations to determine efficiency and effectiveness of plant processes; prepares special reports including Waste Management Permit Report and EPA report on air quality and others as assigned.
- Performs operational tasks, when needed including operates pumps and equipment; collects samples and delivers to laboratory; enters and retrieves information and monitors pump flows; operates, repairs or cleans equipment; interprets data; puts equipment in and out of service; and related tasks, as needed.
- Adheres to and oversees compliance with all safety policies and procedures; oversees storage and use of chemicals, including maintaining inventory and ordering.
- Develops and updates Standard Operating Procedures.
- Assumes the role of Operations Shift Supervisor or Operator as needed.
- Fills in for the Chief Operator in that person's absence, as needed.
- Performs confined space entries to inspect tanks and other spaces.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as needed.
- Collects, compiles and analyzes information from various sources as it relates to assigned operations and projects.
- Answers questions and provides information to the public; investigates complaints from the public and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wastewater treatment operations and processes and the methods of evaluating treatment results.
- Equipment, tools and materials used in wastewater treatment operations and processes.
- Methods and procedures of mathematics, biology, chemistry, biochemistry and sampling procedures and laboratory techniques related to area of assignment.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management and emergency response.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.

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- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Safe work practices and Standard Operating Procedures.
- Principles and practices of customer service.

Ability to:

- Oversee and supervise the wastewater treatment operations process to ensure all waste discharge (WDR) requirements are met; and to ensure the Agency is in compliance with all regulatory requirements.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Assist with planning and implementing projects and troubleshooting plant malfunctions.
- Interpret and explain pertinent operational and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Safely operate a variety of manual and mechanized tools and equipment, including forklift, as needed.
- Analyze and prepare technical reports and related documents.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.

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- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

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

Experience:

Three years of increasingly responsible wastewater operations experience that included supervision of an assigned shift.

Education:

Equivalent to the completion of the twelfth grade with emphasis on, or supplemented by, course work in mathematics and chemistry or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License desirable.

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

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, control rooms, laboratory or job site while performing work activities and to reach needed items; work effectively at a desk or table in a control room, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach elevated platforms, equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

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Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in both indoor and outdoor environments with exposure to confined spaces and all weather conditions. Assignment includes working on or operating equipment and working on elevated platforms.