



## POSITION DESCRIPTION

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**TITLE: WATER RECLAMATION FACILITIES SUPERVISOR**

**REPORTS TO:** Operations Manager

**GRADE:** 12

**FLSA:** Exempt

**CONFIDENTIAL:** Yes

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** (Position Titles) Water Reclamation Operator Level I, II, III, and IV, Backflow and Cross Connection Coordinator I and II, Collection System Operator Level I, II, and III

**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee.

**EDUCATION:** Minimum of an Associate's degree with emphasis in water technology or related field; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications are required. Hazardous Materials (HazMat) Technician (Level III) certification also required. State of California Wastewater Treatment Operator Grade I certification, a State of California Water Distribution Operator D2 certification, State of California Water Treatment Operator T2 certification, and California Water Environmental Association (CWEA) Collection System Maintenance Grade 1 certifications are desirable.

**EXPERIENCE:** Minimum of five years of progressive experience, including at least three years specific experience to include overseeing and administering recycled water and cross connection programs. Desirable experience also includes: the operation and maintenance of a wastewater treatment facility and sewer collection system including experience with the permitting process; thorough knowledge of water quality issues; knowledge of applicable California and Federal rules and regulations; ability to effectively utilize personal computers and peripherals; ability to work independently with a clear understanding of goals and objectives; and a proven ability to organize and manage competing priorities. In addition, incumbent must have the knowledge, skills, and ability to correctly read and understand blueprints and engineering drawings. Previous supervisory experience preferred.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general direction and review status of work accomplishments; Water Reclamation Operators, Backflow and Cross Connection Coordinators, Operations Supervisors and other lead personnel to coordinate internal work assignments; Operations Manager to provide input on finance, personnel and other matters related to support of wastewater and recycled water related cross connection control related projects; and all other District employees as required.

**EXTERNAL:** Interaction with general public to respond to questions on, recycled water quality and related matters; regulatory agencies to discuss reporting and water quality issues; consultants, suppliers, and vendors as necessary to coordinate projects and purchase supplies; emergency service personnel; governmental and regulatory agencies during the course of the wastewater treatment program; and respond to questions regarding wastewater treatment process impacts.

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## PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; good hearing, eyesight and speech capabilities; excellent verbal and written communication skills; ability to effectively utilize a personal computer and peripherals; ability to tolerate exposure to a computer screen.

***This position requires the ability to work extended hours and weekends.***

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## ENVIRONMENTAL CONDITIONS

Work is often performed outdoors in all kinds of weather. Subject to: hazardous contact with chemicals (e.g. chlorine, sodium hydroxide, etc.), confined spaces, foul odors, hazardous traffic conditions, noisy conditions, contact with animals and insects, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Office settings have lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; exposure to a computer screen. Appropriate personal safety equipment is provided.

## DETAILED DUTIES AND RESPONSIBILITIES – ESSENTIAL FUNCTIONS

Under general direction, this at will position is responsible for ensuring the District's compliance with all local, state and federal regulations relating to wastewater and recycled water production and use. Responsible for the planning, administration and implementation of the District's wastewater reclamation and backflow and cross connection programs. Responsible for effectively utilizing District resources. Acts as a positive role model and professionally represents the District. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Ability to perform successfully within a team environment and ability to work independently with a clear understanding of goals and objectives; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly 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 or staffing needs and changing business practices as defined by the General Manager.

| <b>% TIME</b> | <b>TASKS</b>  |
|---------------|---|
| <b>20%</b>    | Management of the District's Water Reclamation Facility <ul style="list-style-type: none"><li>• Ensures the proper operation of all wastewater treatment facilities and processes.</li><li>• Ensures compliance with applicable Federal, State and local regulations and all safety procedures.</li><li>• Provides input for operating budget.</li><li>• Prepares and maintains long range operations and maintenance plans for all facilities.</li><li>• Provides various reports detailing wastewater operations.</li><li>• Maintains existing permits and develops permits for Board agenda, review, and approval.</li></ul> |
| <b>20%</b>    | Supervises a staff of employees engaged in the listed areas of responsibility: <ul style="list-style-type: none"><li>• Oversees the implementation of goals and policies.</li><li>• Assigns work and reviews results.</li><li>• Conducts a variety of meetings to seek feedback and resolve personnel, planning, or technical matters.</li><li>• Supervises labor resources effectively, providing input and recommendations for evaluation and documentation of performance.</li><li>• Constructively deals with conflict and implements effective resolutions.</li></ul>  |

- Responds to personnel issues using sound, mature judgment.
- Assures all training is completed.

**20%**

Management of District's Wastewater Collection System:

- Ensures the proper operation of all wastewater collection, facilities, and processes.
- Prepares and maintains long range operations and maintenance plans for all facilities.
- Coordinates and administers the Industrial Pre-treatment Program.
- Ensures compliance with applicable regulations and all safety procedures.
- Schedules and conducts routine and emergency inspections of permitted facilities in support of the wastewater treatment plant operations.
- Maintains existing permits and develops permits for Board agenda, review, and approval.
- Coordinates and administers the District's Sewer System Management (SSMP) Plan.
- Coordinates and administers the District's Fats, Oil and Grease (FOG) Program.

**20%**

Administers the District's Recycled Water Program

- Inspects and determines that recycled water irrigation facilities constructed within the District are in compliance and conformance with the approved plans, specifications, rules, regulations and performance standards of the District.
- Evaluates blueprints to ensure compliance with California State Title 22 Regulations.
- Investigates and resolves conflicts between plans and actual construction conditions pertaining to recycled water projects.
- Oversees shut down testing of all recycled water facilities in conjunction with the County of San Diego Department of Environmental Health Services to verify and document performance standards and prepares documentation of such testing.
- Reports any violations of safety and health requirements.
- Reviews and comments on project plans prior to submissions.
- Performs routine inspections of recycled water facilities in accordance with applicable permits and guidelines.
- Oversees recycled water use sites and site permitting.
- Participates in the planning and development of the District's recycled water system.
- Supervises all direct reports engaged in Backflow & Cross Connection Services.
- Ensures the backflow and cross connection programs are in compliance.

**10%**

Other administrative duties, including:

- Ensures compliance with applicable regulations and all safety procedures.
- Supervises the implementation of the department's record retention requirements for data management.
- Uses District information systems appropriately and enters required information on a timely basis.
- Prepares interim and final analysis reports on a routine basis for review by the Operations Manager.
- Participates in a variety of management meetings to provide input and resolve issues.
- Provides input to Operations Manager for development and administration of the annual budget.
- Ensures departmental operates within budgetary guidelines.
- Effectively manages emergency situations to reduce impacts to District facilities, the environment, and the general public.
- Effectively manages risks related to all operations.

- Recommends effective policy and procedural enhancements for departmental operations.

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**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%** Performs all related duties as assigned.