

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	SUPERVISOR
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	MIDDLE MANAGEMENT

### **DEFINITION**

To plan, organize, direct and supervise repairs and operations at the Wastewater Treatment Plant and associated Sewer Lift Stations; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Operations Manager. Exercises direct supervision over assigned technical and maintenance personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintaining and repairing City systems related to wastewater treatment and sewer lift stations; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the repair and maintenance duties pertaining to the City's wastewater treatment and sewer lift stations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Review and approve work orders, requisitions, purchase requests and departmental invoices; prioritize, coordinate and assign work; inspect completed work.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Monitors work sites and ensures adherence to safe work practices and procedures; responds to and resolves complex work related or equipment operating issues.
- Coordinate safety meetings to include safety topic review, safety issues, status updates on various projects, process control, future development and permit review to ensure

- understanding of priorities and responsibility.
- Assist in maintaining facility compliance with regulatory discharge requirements including the National Pollutant Discharge Elimination System (NPDES).
- Perform other related duties as assigned.

**Knowledge of:**

- Principles and practices of maintaining and operating wastewater treatment and collection systems
- Equipment, tools and materials used in the maintenance and repair of wastewater treatment and collection systems
- Materials, methods, practices, equipment and elements of construction, maintenance and repair as they relate to the assigned operations
- Basic principles, objectives, and tests used in a wastewater treatment plant biochemical laboratory
- Principles and practices of supervision, training and performance evaluations
- Principles and practices of budget preparation and monitoring
- Principles and practices of safety management
- Pertinent local, State and Federal laws, ordinances and rules
- Principles of business letter writing and basic preparation of comprehensive administrative and technical documents, reports, and presentations
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases

**Ability to:**

- Organize, implement and direct operations, maintenance, and repair activities
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures
- Prepare analytical and statistical reports on operations and activities.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight 50 pounds or less
- Interpret and explain pertinent City, State and department policies and procedures
- Assist in the development and monitoring of an assigned program budget
- Operate a variety of equipment, including but not limited to, backhoe, tractor, vacuum and dump truck
- Coordinate laboratory sampling and analysis and ensure plant compliance with current requirements as established by local, State, and Federal agencies.
- Coordinate activities of private contractors to minimize disruption of plant process
- Develop and recommend policies and procedures related to assigned operations
- Understand and follow both oral and written instructions
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing

- Supervise, train and evaluate assigned staff
- Provides leadership and works with assigned staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.
- Learn more complex principles, practices, techniques, and regulations pertaining to wastewater plant operations and communicate that information to others
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications

### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to the completion of the twelfth grade
- Specialized training in wastewater treatment plant operations and/or maintenance.
- Possession of a California Class B driver license.
- Possession of a Grade II Wastewater Treatment Plant Operator Certificate or higher issued by the California State Water Resources Control Board.
- Five (5) years of increasingly responsible experience in municipal/public works construction and maintenance involving wastewater systems; including one (1) year providing technical and functional supervision over assigned personnel.

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