

PUBLIC WORKS SUPERVISOR- WASTEWATER - GRADE IV

DEFINITION:

Under direction, plan, organize, direct, supervise and review the activities of the Wastewater Plant Operation, including the supervision and review of assigned personnel.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Assist in developing and implementing goals, objectives, policies, procedures, and priorities for the assigned section.

Measures: Goals/objectives are met in a timely and cost effective manner. Overall effectiveness of section and within budgetary parameters. Systems/operations are properly constructed, maintained and improved.

2. Plan, direct, coordinate, supervise and review the work of assigned personnel.

Measures: Overall effectiveness of section. Skills and knowledge of staff are utilized effectively and appropriately.

3. Inspect project sites, evaluate work in progress, assess quality, resolve work problems; determine additional needs, assure continuous support and follow-up. Inspect contractors' work and verify work and billing for payment.

Measures: Proper and timely inspection. Make decisions and communicate the decision process and outcomes with subordinates and management team. Establish monitoring system for work accomplished, plans, goals and objectives. Ensure proper construction, repair, maintenance and improvements. Keep up-to-date on new equipment and technologies to make practical suggestions in improving systems. Emergency call-out problems are handled appropriately and in a timely manner.

4. Assist in the preparation and monitoring of the budget; determine staffing needs as well as equipment, materials and supplies; assist in preparing equipment specifications. Procure and maintain inventory of necessary materials and supplies.

Measures: Draft budget requests are accurate and submitted in a timely manner. Budget is monitored and section remains within budget. Appropriate equipment, materials and supplies are available to accomplish tasks. Quality materials are utilized. Materials and services are obtained when needed.

5. Supervise, train, instruct and evaluate assigned personnel.

Measures: Employees are properly trained to perform their assigned functions. Recognizes individual needs for continued training and ensures employee receives appropriate training. Employees receive appropriate and timely feedback on performance and behavior. Recognizes and effectively communicates positive and negative attributes of an individual's performance. Effective in investigating and resolving personnel problems; follows up on problems or concerns. Employees are motivated and enthusiastic.

6. Respond to inquiries or concerns from citizens and other departments/agencies. Investigate complaints and take corrective action; study maintenance and operation functions and make improvements.

Measures: Customer inquiries/concerns are given proper priority and handled in a courteous, timely and efficient manner. Provides requested information/data in a timely manner. Complaints are few in number. Section maintains a cordial and efficient working relationship with citizens, other departments and agencies, suppliers, contractors and the general public.

7. Prepare and maintain a variety of records, reports, surveys and forms in paper or electronic format. Conduct studies, and review data and analyze results. Take appropriate action.

Measures: Completed accurately and in a timely, efficient, professional and understandable manner. Pertinent information is contained therein.

8. Recommend and enforce safety rules and regulations.

Measures: Personnel are well informed and trained regarding safety rules, regulations and requirements. Regular training meetings are held. Employees are properly trained to perform assigned tasks. Incidents remain at a low level.

9. Perform essential maintenance and operation tasks, within assigned section(s), as a result of staff shortages, emergencies, or other compelling reason.

Measures: Knowledge and experience to perform tasks.

10. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Materials, methods, practices and equipment used in wastewater plant operation, maintenance and repair activities; types and level of maintenance and repair activities generally performed; principles of supervision, training and performance evaluation; principles and practices of administration, budget and personnel management; local, state and federal rules and regulations governing work performed; and occupational hazards and safe work practices; emergency response to correct accidental releases of hazardous materials, i.e., chlorine gas, sulphur dioxide.

Ability to:

Interact effectively with the public and employees. Supervise and direct assigned area of responsibility; provide effective leadership; interpret and apply laws and regulations; conduct field inspections; communicate effectively both verbally and in writing; read and interpret maps, plans and specifications, blueprints, drawings; estimate time, materials and equipment; and operate modern office equipment including personal computer and applicable software.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma or equivalent, supplemented with college level course work equivalent to an Associate of Arts Degree.

Experience:

Typical experience would include five years relevant experience including two years in a supervisory capacity.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.

California State Water Resources Control Board Certificate of Competence as a Grade IV Wastewater Treatment Plant Operator.

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Rev 4/06
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