



WATER TREATMENT PLANT SUPERINTENDENT CLASSIFICATION SPECIFICATION

FLSA STATUS: Exempt

BARGAINING UNIT: Management

JOB SUMMARY

Under general direction, to plan, organize, direct, and coordinate the operations of District reservoirs, treatment plant, and treated water storage facilities; to ensure compliance with regulatory standards and requirements; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Water Treatment Plant Superintendent is a supervisory position that performs full, first-line supervisory responsibility including planning, assigning, and evaluating the work of subordinates and is responsible for providing oversight of the daily and long-term operations and maintenance of the water treatment plant.

SUPERVISION RECEIVED AND EXERCISED

The Water Treatment Plant Superintendent reports to the Assistant District Manager and/or the District Manager.

The Water Treatment Plant Superintendent supervises Water Treatment Plant Operators and Water Treatment Plant Maintenance Mechanics.

WORK SCHEDULE

During each two-week period, works a flexible schedule to obtain 80 hours depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime. Willingness to work nights, weekends, holidays, and overtime as needed for routine and emergency conditions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

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

- Plans, organizes, assigns, supervises, trains, reviews, and evaluates the work of employees engaged in the operation, maintenance, and repair of raw water storage reservoirs, the water treatment plant, and related water quality facilities and related aspects of the District.
- Monitors and prepares reports for regulatory agencies and governing bodies.
- Oversees the proper functioning of water systems, ensuring regulatory requirements are met.

- Oversees and infrastructure updates and repairs to conform with new and existing requirements; coordinates with maintenance and operations personnel and management to guarantee compliance.
- Develops recommendations and assists the District Manager with long-range planning for system improvements and service requirements.
- Develops the water treatment budget and controls costs.
- Conducts spot inspections of the plant, reservoirs, and tanks to ensure proper utilization of staff and equipment.
- Prepares and executes plans for expansion, reduction, and shifting of system operations and functions.
- Provides general coordination of water treatment and storage activities with other District functions.
- May conduct water sampling.
- Orders supplies and materials in accordance with District rules and requirements.
- Monitors employee certification training, and safety programs.
- Performs special projects as delegated by the Manager.
- Represents District water treatment and related functions with the public, contractors, and representatives of other government agencies.
- Responds to emergency calls.
- Performs related duties as assigned.

Knowledge of:

- Broad overall District operations at an advanced level including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, distribution systems, and/or facilities.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Materials, methods, and the appropriate tools to install, maintain, test quality of, and/or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Principles and practices of budget administration and analysis; including preparing, justifying, reporting on, and executing the budget; and the relationships among program, budget, accounting, and reporting systems.
- Applicable machines and tools, including their designs, installation, operation, repair, and maintenance.
- Materials, methods, and the tools to construct and maintain a water distribution system and water treatment facility.
- Planning, coordination, and execution of business functions, resource allocation, program, project, and task coordination.

Ability to:

- Plan, design, carry out, and coordinate District projects, particularly as they affect watershed and water treatment and water distribution.
- Perform research, analyze, and evaluate information to evaluate alternatives and make

recommendations.

- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Maintain regular and predictable attendance.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education, 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:

Education:

Equivalent to graduation from high school, preferably supplemented by course work in water quality, hydraulics, engineering, or drinking water technology.

Experience:

- Broad and extensive work experience in performing water treatment functions and plant operations, as well as operations, maintenance, and repair of related systems. Work experience must include substantial experience with centralized communications-control distribution systems and supervisory control and data acquisition (SCADA) systems.
- At least two (2) years of experience in a management or supervisory capacity.

Required License, Certificate or Training:

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade V Water Treatment Operator Certificate issued by the California State Water Resources Control Board.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: Possible 50% or more work time spent outside a building and exposed to the sun.
- Inside an office environment at a desk for extended periods of time.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures above 80 degrees.
- Low temperature: Some work time in hard manual labor in temperatures below 32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Occasionally lifts and moves objects up to 25 pounds.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

HISTORY:

- Revision date: August 1994, February 2004, September 2023
- Approval/Adoption date: December 18, 2024