

## CENTRAL COAST WATER AUTHORITY

### Water Treatment Plant Supervisor

Salary Range 38 - \$125,187 to \$152,728 annually  
\$10,432 to \$12,727 monthly

#### DEFINITION

Under general supervision of the Deputy Director, Operations & Engineering, supervises and plans operation functions at the Polonio Pass Water Treatment Plant. Is responsible for plant performance, laboratory operations, and ensuring that high quality treated water is provided for distribution to project participants.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.*

1. Plan, organize and supervise the operations of the water treatment plant, including the coordination of daily plant functioning, raw and treated water delivery schedules, shift schedules, training, and special studies.
2. Ensure that all treatment operations are conducted in accordance with water treatment quality control standards mandated for potable facilities by Federal, State and local regulators; prepare periodic reports to appropriate regulatory agencies.
3. Supervise and participate in the development and review of plant operating manuals, policies and procedures manuals, permits, plans and other documents as required.
4. Project and administer the annual water treatment plant budget; review all purchases to stay within the operational budget; and develop revenue control systems to evaluate the expenses of treatment equipment, chemicals, electricity, and processes to project future budgetary needs.
5. Manage the CCWA laboratory, water quality monitoring and special studies program. Ensure that the laboratory maintains its Environmental Laboratory Accreditation Program certification, proactively supports the water treatment plant operations as well as provide analysis for distribution system water quality compliance monitoring.
6. Analyze operational data to review plant operations; evaluate the effectiveness of treatment personnel and processes.
7. Conduct plant staff meetings and facilitate effective communication among plant staff and between plant staff and Authority management; evaluate job performance of staff.
8. Arrange and conduct plant tours, make technical presentations to groups, and confer with regulatory agencies, consultants and vendor representatives.

9. Provide back-up and vacation relief for plant personnel.
10. Provide support to the Distribution operations through ensuring Treatment Operator monitoring SCADA.
11. Complete work tasks in compliance with applicable safety standards and CCWA safety policies. Satisfactorily pass quarterly safety testing

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA.*

### **Education and Experience:**

Bachelor's degree in Engineering or related field or equivalent plus five (5) years of experience in water treatment operations, including two (2) years of supervisory experience.

### **Knowledge of:**

1. Principles of water treatment plant operation, including water treatment plant process control; the operating principles of valves, pumps and motors; and principles of physical, chemical and bacteriological water analysis.
2. Principles of supervision necessary to organize, supervise, train and evaluate personnel involved in plant operations, maintenance and laboratory work.
3. Modern water treatment plant equipment, chemicals, and parts to project annual operations, maintenance and laboratory budgets, and review and approve purchase requests.
4. Safety procedures common to water treatment activities.
5. Computers and software for use in process control, planning, report writing and budgeting (e.g. Excel, Word, etc.)
6. Regulations relating to water treatment and quality.

### **Ability to:**

1. Effectively plan and direct the operation, maintenance and laboratory functions of water treatment facilities.
2. Establish and maintain effective working relationships with employees, supervisors, the public and other agencies.
3. Accurately interpret regulations and laboratory data regarding water treatment and quality, maintain accurate records of plant operation and performance as

required by federal, state and local regulatory agencies, and prepare clear, concise reports.

4. Motivate employees to perform to the best of their abilities, evaluate job performance and initiate disciplinary actions as situations require.
5. Utilize knowledge of water treatment principles to initiate studies and actions to improve plant operation and efficiency.
6. Project, administer and monitor water treatment plant budget; develop and utilize revenue control procedures to stay within budget and recommend areas of potential savings.
7. Maintain regular attendance, subject to authorized and legally required leaves.

#### **License Requirements:**

- Possession of a California State Water Resources Control Board Water Treatment Operator Grade 5 certificate is required.
- Possession of a valid drivers Class C license issued by the California Department of Motor Vehicles is required.
- Possession of an AWWA Laboratory Analyst Grade I (or above) Certificate or California Water Environmental Association Laboratory Analyst Grade I (or above) is desirable.
- Possession of a California State Water Resources Control Board Water Distribution Operator Grade D3 or above certificate is desirable.

#### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA.*

1. Employee is required to pass a pre-employment physical and drug panel (Performed by designated District Physician)
2. A Respiratory evaluation along with a spirometry test to determine the physical ability to wear respiratory protective gear will be required along with the pre-employment physical and every 5 years after.
  - Cal/OSHA requires that facial hair not be present if it comes between the sealing surfaces of the faceplate and the face or that interferes with valve function. Title 8 S.S.R. 5144(g)(1)(A)

3. Operate District owned vehicles for extended amounts of time to travel between District facilities or on District business. Employee may be required to enter and exit the vehicle several times per day.
4. Operate District owned or rented heavy equipment (if licensed or trained to do so).
5. Must be able to effectively communicate verbally with other staff members.
  - Regularly use telephone, cell phone or hand held radios to provide communication.
6. Use office equipment, such as computers, copiers and fax machines.
7. Stand/walk for extended periods of time over a variety of terrain which may include sharp increases or decreases in grade, climbing and descending ladders into vaults and tanks and perform work within confined spaces.
8. Perform manual labor involving frequent bending, pulling, pushing, twisting and crawling and manipulating weights up to 50 lbs.
9. Ability to lift/carry/move objects up to 50 lbs.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA.*

1. The Standard work shift is 8 hours, 5 days a week;The Supervisor may also work one of the shifts below to provide coverage,
  - Day Shift 0600 – 1800 hrs (Fridays 0600 – 1400 hrs)
  - Night Shift 1800 – 0600 hrs (Fridays 2200 – 0600 hrs)
  - Relief Shift 0700 – 1530 hrs (Fridays 1400 – 2200 hrs)
2. Works irregular or extended work hours (nights & weekends); May be required to change working hours or work overtime.
3. Works alone if covering a shift or during a weekend day shift.

**Reports To:** Deputy Director, Operations & Engineering  
**FLSA Status:** Non-exempt  
**Prepared Date:** March 2003  
**Updated On:** August 24, 2015  
**Approved By:** John Brady  
**Approved Date:** Nov 2015