



CITY OF CAMARILLO

Water Reclamation Superintendent

Job Code: 830

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Supervises and coordinates the operations of all aspects of the City's water reclamation system including water reclamation plant operations, plant maintenance, collection system and pump station maintenance and operation, industrial waste program, and the fats, oils, and grease program; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Deputy Director Public Works/Environmental.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not 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 needs and changing business practices.

1. Coordinates the organization, staffing, and operational activities for the City's water reclamation system including water reclamation plant operations, plant maintenance, collection system and pump station maintenance and operation, industrial waste program, and the fats, oils, and grease program; oversees and ensures regulatory compliance.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned services and activities including water reclamation plant operations, plant maintenance, collection system and pump station maintenance and operation, industrial waste program, and the fats, oils, and grease program; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Oversees and evaluates plant operations to ensure compliance with federal, state, and local requirements and to maintain processes at an optimal and cost effective level; directs programs, projects, and operations changes to meet these requirements.
6. Enforces local ordinances relating to the discharge of waste into the collection system; notifies individuals and firms of violations; initiates actions to obtain compliance with regulations.
7. Participates in the selection of staff assigned to the water reclamation functions and program areas; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.

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8. Ensures that assigned personnel are aware of and follow pertinent federal, state, and local regulations; oversees and ensures compliance with the City's safety program in accordance with City and OSHA safety requirements.
9. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
10. Develops short- and long-range plans for operations, maintenance, and capital improvements of the City's wastewater collection and treatment facilities and services.
11. Participates in the development of bid specifications for a variety of construction projects as well as the purchase of equipment; reviews and evaluates consultant drawings, specifications, studies, and recommendations; monitors the work of contractors; coordinates work with other divisions and agencies.
12. Oversees operational interface with wastewater facility construction projects and integrates into existing operation.
13. Participates in review of projects that impact the wastewater systems.
14. Provides staff assistance to the Deputy Director Public Works/Environmental; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
15. Prepares and submits regular operations and maintenance reports and required regulatory reports to federal, state, and local agencies.
16. Coordinates assigned activities with those of other divisions and outside agencies and organizations.
17. Responds to public inquiries and complaints in a courteous manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints in an efficient and timely manner; coordinates activities with other City staff in resolving complaints.
18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of water reclamation system operation and maintenance; incorporates new developments as appropriate into programs.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a water reclamation system operation, maintenance, and repair program including water reclamation plant operations, plant maintenance, collection system and pump station maintenance and operation, industrial waste program, and the fats, oils, and grease program.

Current methods, terminology, equipment, tools, and materials utilized in the operation and maintenance of a wastewater collection system and water reclamation plant.

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Pertinent federal, state, and local laws, codes, and regulations including state and federal mandates affecting the operation of a water reclamation facility, collection system, and industrial waste program.

Equipment capabilities, limitations and safe operating characteristics.

Principles and practices of public administration.

Principles of municipal budget preparation and control.

Principles of supervision, training, and performance evaluation.

Design and construction of wastewater collection and treatment systems/facilities.

Construction management methods and techniques.

Occupational hazards and standard safety precautions.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

Ability to:

Coordinate and direct the operations of all aspects of the City's water reclamation system including water reclamation plant operations, plant maintenance, collection system and pump station maintenance and operation, industrial waste program, and the fats, oils, and grease program.

Supervise, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Recommend and implement goals, objectives, policies and procedures for providing water reclamation plant operations, plant maintenance, collection system and pump station maintenance and operation, industrial waste program, and the fats, oils, and grease program operations and services.

Analyze treatment procedures, operations, and test results and act decisively and correctly in diagnosing treatment issues that could jeopardize discharge permit compliance.

Effectively analyze emergency situations and implement an effective course of action.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Participate in the preparation and administration of assigned budgets.

Plan and organize work to meet changing priorities and deadlines.

Maintain records and prepare clear, concise, and comprehensive technical and administrative reports.

Read and interpret complex data, information and documents including technical illustrations, blueprints, maps, plans, and specifications.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Utilize public relations techniques in responding to inquiries and complaints.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work or trade school training in wastewater treatment technology and in the installation, maintenance, and repair of reclamation plant, collection system, and pump station facilities and equipment.

Experience:

Seven years of increasingly responsible experience in the operation, construction, and maintenance of wastewater collection and water reclamation treatment systems including two years of administrative and/or supervisory experience.

License or Certificate:

Possession of a Grade IV Wastewater Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in an office and water reclamation plant environment with some travel to different field sites and locations; some exposure to noise of plant machinery and other equipment, mechanical and electrical hazards, fumes and odors of sewage, chemicals, and gases, toxic substances such as chemicals, cleaners, solvents, and gases, and all types of weather and temperature condition; walk on various types of surfaces including slippery or uneven surfaces.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and water reclamation plant setting; to walk, stand, and sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.