

**CITY OF SOLVANG  
JOB DESCRIPTION  
WASTEWATER SUPERVISOR**

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

**DEFINITION**

Under general direction of the Director of Public Works, organize and supervise the work of employees engaged in the operation of the wastewater treatment plant, joint conveyance facilities and wastewater system maintenance; and to perform the more complex and difficult duties assigned to the work unit.

**LICENSE REQUIREMENTS**

Possession of a valid California drivers license; Possession of a Grade III Wastewater Treatment Plant Operator certificate from the State of California.

**EXAMPLES OF DUTIES**

Duties may include, but are limited to, the following:

- Plan, prioritize, assign, supervise and review the work staff involved in wastewater treatment operations, maintenance and repair work.
- Evaluate operations and activities; recommend improvements and modifications; prepare various reports on operation and activities.
- Prepare cost estimates for budget recommendations; submit justifications for budget requests; assist in controlling expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in the full range of wastewater treatment operations, maintenance, and repair duties including performing the most difficult duties assigned to the work unit.
- Check wastewater facilities and equipment for needed maintenance and repairs.
- Inspect the work of staff while in progress; provide advice and assistance.
- Maintain time, material and equipment use records; requisition supplies and materials.
- Prepare state wastewater discharge reports.
- Perform related duties as assigned.

**ESSENTIAL FUNCTIONS**

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Knowledge of modern wastewater treatment principals, practices, methods and procedures.
- Knowledge of materials and equipment used in a full range of wastewater treatment operations, maintenance and repair activities.
- Knowledge of methods and precautions in storing and handling a variety of chemicals.
- Knowledge of elements of construction technology as they relate to wastewater treatment plant facilities and equipment construction, maintenance and repair activities.
- Knowledge of methods and precautions in storing and handling a variety of chemicals.
- Knowledge of functions and purposes of wastewater treatment systems.
- Principles of personnel supervision, training and evaluation.
- Safe work practices.
- Ability to operate and maintain a variety of wastewater treatment plant equipment.

## WWTP Supervisor Cont'd

- Perform and interpret standardized process control tests and adjust plant equipment and process appropriately.
- Maintain records and prepare routine reports.
- Supervise, train and evaluate assigned staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Carry a pager and/or cell phone as provided by the City, while on standby duty, which is a 7-day, 24 hour rotating sewer department scheduled shift.
- Ability to respond to emergency calls within 30 minutes of notification

### **PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL REQUIREMENTS**

**Physical:** Heavy – Exert force of 50-100 pounds occasionally, 25-50 pounds frequently, or up to 25 pounds constantly to lift, carry, push, pull, or move objects; Constantly stand or walk; handle, grip, grasp; Occasionally sit, bend, stoop, crouch, push/pull and twist at the waist; Frequently reach above and below shoulder level; Frequently extend neck upward, downward and from side to side; Occasionally kneel, finger/type; Rarely crawl; Frequently climb ladders and stairs and rarely scaffolding.

**Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.

**Hearing:** Hearing ability to effectively hear and comprehend oral instructions and communication.

### **ENVIRONMENTAL CONDITIONS**

Work in wastewater collection system, and wastewater treatment plant environments; some exposure to water, chemicals, hazardous materials, and noise; May work at heights, in confined spaces, and in inclement weather conditions.

### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be: Four years of increasingly responsible experience performing wastewater treatment plant operations, construction and maintenance work in the assigned area of responsibility, including one year in a lead supervisory capacity; Equivalent to completion of the twelfth grade, with special course work in wastewater operations.

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date