

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2022

**POSITION TITLE:** **Water Reclamation Supervisor**

**GRADE LEVEL:** E46

**SUPERVISOR TITLE:** Water Reclamation Manager

**FLSA STATUS:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**























The Water Reclamation Supervisor reports to the Water Reclamation Manager and supervises and leads activities of the District’s wastewater plant operators at the Santa Rosa Water Reclamation Facility. The individual assigned to this position performs a variety of wastewater plant operation, laboratory analysis, pretreatment program, and maintenance duties. In the absence of the Water Reclamation Manager, this position will serve as Acting Water Reclamation Manager.

**CLASS CHARACTERISTICS**

This is a full first line supervisory classification with responsibility for organizing and assigning duties; evaluating results; conducting performance appraisals; and recommending personnel actions such as hiring, promotion, discipline and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to an assigned department head. This position oversees and directs the operation or a phase of the operation of a water reclamation plant during a specific work period. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.






**EXAMPLE OF DUTIES** (Duties include, but are not limited to, the following):

-  Supervise and participate in a wide range of wastewater reclamation plant activities and projects; establish work methods and procedures; assign duties and evaluate results
-  Conduct formal and informal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline and termination
-  Recommend, implement and ensure compliance with operational policies and

- procedures
-  Assist in developing and administering the assigned budget; recommend expenditures for equipment, materials, and staffing
-  Provide staff assistance to higher-level management staff; investigate and prepare recommendations related to operational and administrative issues
-  Respond to and resolve difficult and complex citizen inquiries and complaints
-  Operate treatment facilities to meet state and federal requirements
-  Monitor gauges, meters, and controls for variations in plant functions. Alter plant operation to correct deviations found
-  Conduct periodic plant and equipment inspections
-  Conduct and interpret laboratory test data to determine proficiency of plant functions and state and federal discharge requirements
-  Prepare and maintain accurate plant records including daily operating records, lab test results, and maintenance logs.
-  Perform maintenance to all plant-related equipment
-  Perform and document air quality monitoring testing
-  Perform proper lock-out/tag-out procedures
-  Perform housekeeping duties as required to prevent accidents and maintain the appearance of the facility.
-  Respond to emergencies involving plant equipment failure or chemical leaks.
-  Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders
-  Utilize the ERP system to generate and track purchase orders and to record time worked
-  Assist Collections and Plant Maintenance as required
-  Assist Water Reclamation Manager in planning, implementing, coordinating, and documenting the activities and programs of the Santa Rosa Water Reclamation Facility
-  Lead the operation of the Santa Rosa Water Reclamation Facility
-  Coordinate and assign the daily work activities for the Santa Rosa Water Reclamation Facility staff, and monitor progress
-  Conduct Plant tours for schools, agencies, customers, etc.
-  May act as the Chief Plant Operator in the absence of the Water Reclamation Manager
-  Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

-  District wastewater treatment sites and facilities
-  Advanced wastewater treatment practices and principles
-  Applicable laws, codes and regulations
-  Basic principles of employee supervision including training.
-  Basic principles of budget development

**Ability to:**

- ✎ Supervise and follow all laws, codes and regulations, policies and procedures pertaining to Wastewater, Laboratory, and Pretreatment Compliance Inspections Program: monthly, quarterly, and annual compliance requirements
- ✎ Access SCADA system via outside internet source for alarm monitoring and process control as needed
- ✎ Analyze and solve complex problems
- ✎ Prioritize work and capable of overseeing the wastewater plant operators
- ✎ Coordinate assigned duties with other departments or agencies

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) or more years of increasingly responsible experience in a wastewater treatment plant or two (2) years as a Senior Wastewater Plant Operator. Supervisory experience desirable.

**Training:** Equivalent to completion of the 12<sup>th</sup> grade. Any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties.


**Licenses and Certificates:**

- ✎ Wastewater Treatment Plant Operator Grade IV Certification - SWRCB, required
- ✎ Environmental Compliance Inspector Grade 1 Certification – CWEA required or obtain within one (1) year
- ✎ Haz-Mat Operations - OSHA 1910.120, required or obtain within one (1) year
- ✎ Forklift & Confined Space Attendant/Supervisor Certificate, required or obtain within one (1) year
- ✎ Valid California driver's license, required














**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:



- ✎ Operate a District vehicle to travel between job sites, and while on duty
- ✎ Carry, push, pull, reach, and lift equipment and parts up to 60 lbs
- ✎ Stoop, kneel, crouch, crawl, and climb during regular duties
- ✎ Communicate verbally with District staff in face-to-face, one-to-one settings
- ✎ Stand and walk for extended periods
- ✎ Hearing and vision within normal ranges
- ✎ Heavy exertion of energy

 Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

-  Toxic chemicals
-  Bacteria, viruses, and parasites
-  Biological and blood borne pathogens
-  Water hazards
-  Wet or humid conditions, fumes, or airborne particles
-  Noise level is frequently above 85db
-  Moving mechanical parts
-  Animals and insects (dogs, bees, spiders, snakes, etc.)
-  Electrical hazards
-  High and precarious places
-  Confined spaces
-  Traffic hazards
-  Extreme outside weather conditions

**OTHER REQUIREMENTS**

-  May be required to work nights weekends, scheduled and emergency overtime as necessary
-  Must reside within a 30-minute response time to the District boundary Required to serve stand-by duty as assigned by management

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date