

# JOB DESCRIPTION

Coachella Valley Water District

Date: January 2013

**TITLE:** Wastewater Reclamation Plant Assistant Supervisor

**SECTION:** Sanitation

**DEPARTMENT:** Operations

**SRN:** S11

## **REPORTING RELATIONSHIP:**

Reports to: Shift Supervisor, Sanitation Supervisor, or Chief Plant Operator

Supervises the following positions: Wastewater Operators I, II, III and Operators in Training.

**DEFINITION:** Under general direction, performs the most difficult operational and maintenance work at the District's Wastewater Reclamation Plants. Acts as Wastewater Reclamation Plant Supervisor or Shift Supervisor in their absence, at minimum two days per week and will supervise a shift and have supervisory responsibilities for the reclamation plants during those times. Performs related duties as required.

## **ESSENTIAL FUNCTIONS:**

1. Inspects work in progress to assure quality completion and within time and cost constraints. Provides feedback and suggestions for improvement when necessary.
2. Schedules operations and maintenance work and insures that materials and equipment are available for operators.
3. Reviews laboratory test results and initiates action to be taken.
4. Trains and instructs new employees on operational and safety procedures using established district policy and guidelines.
5. Keeps accurate records and reports. Makes oral and written reports of work performed. Inputs data into a computer.
6. Provides assistance to the Wastewater Reclamation Plant Supervisor or Shift Supervisor in planning, coordinating and scheduling the overall plant operation.
7. Responds to emergency situations, including when off duty.
8. Attends workshops and seminars to maintain current technology and maintenance procedures.
9. Maintain favorable and cooperative working relationships with both internal and external customers.
10. Confers regularly with Wastewater Reclamation Plant Supervisor or Shift Supervisor on work performed or any potential problems.

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**Job Description**  
**Date:** 1/10/13  
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## JOB DESCRIPTION

### MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

### AND

Possession of a Grade III Wastewater Treatment Plant Operator certification issued by the California State Water Resources Control Board, as issued through procedures established by the Board.

Failure to comply with certification requirements may influence employment or classification.

Education and Experience: High School Diploma or Equivalent is required. College coursework in engineering, management or supervision is preferred. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be to have four years experience in wastewater treatment plant operation with at least one year comparable to that of a Wastewater Reclamation Plant Operator III in the Coachella Valley Water District.

### Knowledge of:

1. Administration and operation of a Wastewater Reclamation Plant and operations / process control laboratory.
1. Operation of pumps, motors, and related equipment.
2. Proper methods of lubricating, repairing and maintaining hydraulic and electrical equipment.
3. Principles of training and supervision.
4. Safe working practices.
5. Principles of budgetary planning and control of expenditures.
6. District policies and procedures.

### Abilities:

1. Efficiently plan, organize and supervise the assigned group of workers.
2. Delegate responsibilities and schedule work both on short and long-term basis.
3. Demonstrates positive leadership skills and abilities.
4. Communicate effectively using oral and written instruction.
5. Analyze work problems and identify solutions which will facilitate the completion of assignments.
6. Prepare and maintain accurate records and reports.
7. Train, develop and evaluate assigned workers.
8. Use professional customer service skills when working with the public.

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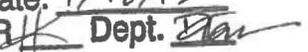
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9. Work cooperatively with others.
10. Work a rotating shift, including holidays and weekends.
11. Respond to emergency call outs.

### PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, including over rough terrain. Driving: Light
2. Communicates effectively both in person and over a two-way radio.
3. Works in extreme weather conditions including heat and rain. May work in areas containing dust, fumes, chemicals and vapors.
4. Work in confined spaces. Must be able to wear SCBA equipment.
5. Works rotating shift including nights, weekends, and holidays.

See Human Resources for physical assessment form.

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Date: 1/18/13  
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