



Marin Municipal Water District

Superintendent of Water Treatment

DEFINITION

Under general direction, plans, supervises and directs the effective operation and maintenance of the principal water treatment facilities and related treatment stations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification has the major responsibility for the operation and maintenance of multiple water treatment facilities and assumes substantive and significant programmatic and systemic responsibility in water treatment operations. This position is classified as mid-management classification. The incumbent must possess a Grade 5 Treatment Operator's Certification and functions as Chief Operator of a T5 Treatment Facility classification at the Superintendent level providing full second-line, direct supervision. This class is distinguished from the Assistant Superintendent by its full range of responsibility for the overall operations of the water treatment facilities.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, prioritizes, assigns, organizes, and directs the work of staff responsible for the operations of the water treatment facilities, providing for adjustment of plant operations within prescribed limits to meet performance standards, changing conditions and emergencies;
- Recommends and assists in the implementation of goals and objectives; establishes performance standards and evaluates for best methods for water treatment operations and processes;
- Monitors, tracks and interprets plant operations and performance data and makes periodic inspections and reports of plant conditions to ensure treatment processes are in compliance with regulated guidelines and to assure adherence to District policies and procedures;
- Resolves complex technical problems in the process, technique and analysis of operational data to maintain and improve water quality standards and facility effectiveness and efficiencies;
- Prepares the annual budget requests for the department; estimates staffing, equipment supply needs based on recent trends and planned activities, monitors expenditures; requisitions routine materials, supplies and equipment and reports need for unusual items.
- Works with District engineering staff and outside contractors on plant construction and maintenance activities; prioritize upgrades and major modifications; coordinates and directs special projects or programs related to water treatment facilities; provides feedback on project design and review;

- Identifies and reports on facility deficiencies and hazards, and recommends maintenance or improvements;
- Ensures compliance with District safety practices, monitors for safe working conditions; develops and implements safety training programs, and ensures that employees are trained in safe work practices and procedures;
- Selects, trains and evaluates work of subordinates, conducts performance evaluations; recommends discipline and implements performance corrective measures as necessary; provides instruction and direction to operators;
- Writes Standard Operating Procedures (SOP) for special projects; reviews SOPs written by operators for accuracy and applicability; prepares reports and correspondence; maintains time sheets, records, and statistics;
- Serves as District representative during inspections conducted by regulatory agencies including OSHA, Department of Health Services and associated agencies;
- Attends and participates in professional job-related associations; represents the District in meetings with representatives of other agencies, professional organizations and the public;
- Stays abreast of new trends in the field of water treatment processes, standards, rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and practices of water treatment processes;
- Methods and practices of the operation, and maintenance of water treatment plant equipment and facilities;
- Operational principles of computer-based plant process sensory and control systems, instrumentation and electronic equipment;
- Principles and practices of maintaining and calibrating a variety of water treatment facilities equipment;
- Pertinent local, state and federal rules, regulations and laws; current and pending water treatment standards, regulations and laws;
- Budgeting procedures, practices of budget preparation and control;
- Occupational health and safety regulations pertaining to the work;
- Principles and practices of effective supervision and training and performance evaluation;
- Modern administrative methods and techniques, proper spelling, grammar, punctuation and writing practices.

Ability to:

- Plan, prioritize, develop operational goals, direct and assign work activities
- Oversee the operations and activities of a water treatment, storage and plant facilities;
- Recognize unusual, inefficient, or dangerous operating conditions and take appropriate action;
- Observe, inspect, and analyze systems equipment and facilities;
- Operate a variety of water treatment plant equipment including mechanical, electrical instrumentation and control systems, perform standardized water quality tests and adjust plant equipment accordingly;

- Comprehend and enforce job-related policies, procedures, rules, regulations and laws;
- Supervise, provide performance feedback and evaluate the work of others;
- Use sound and accurate judgment in decision making and resolving issues;
- Establish and maintain effective working relationships;
- Compile, evaluate and analyze complex data and information and recommend or take action;
- Understand and carry out written and oral instructions;
- Observe and enforce work safety practices, work safely around hazardous chemicals;
- Utilize computer and other job-related technology and keep technical skills up to date;
- Communicate clearly and concisely both orally and in writing;
- Coordinate and manage projects effectively
- Read and interpret facility piping diagrams and other schematic drawings;
- Depending upon job assignment, drive a vehicle;
- Travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and,
- Possession of a valid Grade 5 Water Treatment Plan Operator's Certificate earned through the California State Department of Public Health;
- Six years of experience in the operation of a water treatment facility, at least two of which must have included working as a shift or chief operator while holding a valid T4 Water Treatment Operator Certificate and included supervision of the work of several subordinates.

OR

- Completion of Associate Degree in water technology including at least 15 units of physical, chemical or biological science may be used to fulfill one year of general operator experience to satisfy required Grade T5 certification;

OR

- Completion of Bachelor Degree in biology, chemical engineering, chemistry, civil engineering, microbiology, public health, and sanitary engineering may be used to fulfill 1.5 year of general operator experience to satisfy required Grade T5 certification.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Work on an "on call" basis for emergency situations.

LICENSES AND/OR CERTIFICATIONS

- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 70 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely. The position requires the ability to work after hours and weekends as needed.

Work Environment: The noise level is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. Exposure to potentially hazardous materials, laboratory chemicals, solvents, microbiological pathogens, odors and fumes.

ADDITIONAL PHYSICAL DEMANDS

- Self contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: July 1985
Revised: December 2010
Approved by: Human Resources Manager