

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WASTEWATER SUPERVISOR

PERSONNEL COMMISSION APPROVAL: DECEMBER 15, 2010, _____ REVISED
COUNCIL APPROVAL: JUNE 2003

JOB CODE: 0487
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE OFFICIALS AND ADMINISTRATORS

JOB SUMMARY

Under general direction, plans, supervises, and coordinates the operation, maintenance and repair of the City's wastewater systems, consisting of the sanitary sewer and storm water collection systems.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Utilities Manager

Supervises: Lead, skilled and non-skilled craft workers

DISTINGUISHING CHARACTERISTICS

This one-position class is responsible for exercising supervisory authority over crews assigned to wastewater collection, transmission and pumping systems, while the Wastewater Operations Crewleader determines daily priorities, issues assignments, and provides on-site training for personnel within the Wastewater Operations section.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, coordinates, and supervises program activities for wastewater systems, including system inspection, cleaning, maintenance, repair, line replacement and sanitary sewer lift station operation and maintenance;
- Sets master schedule for program activities; supervises and evaluates program activities in terms of quality and quantity of work product; maintains records of all work activity for wastewater maintenance programs;
- Develops and submits annual operating budget to Utilities Manager;

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER SUPERVISOR

- Monitors the wastewater operations budget in regards to staffing, equipment, supplies, parts, materials, and contractor support activities;
- Oversees the selection, activities, progress and work procedures of contractors selected to perform line cleaning, Closed Circuit Television (CCTV) inspection, on-call services and other support activities;
- As one of the California Integrated Water Quality Service (CIWQS) Legally Responsible Officials (LROs), ensure Sanitary Sewer Overflow (SSO) response activities and CIWQS reporting meets all City and state guidelines and requirements;
- Respond to requests for assistance from other Public Works divisions and other City departments;
- Performs personnel administrative functions; ensures compliance with procedures, rules, and regulations; evaluates performance and assesses discipline as needed; prepares, conducts and administers safety and training programs;
- Writes and/or reviews reports, requests for City Council action, Requests for Proposals (RFPs), specifications for equipment and services, budget justifications, and business correspondence;
- Represent the City at various local and regional association meetings;
- Remains current on developments in wastewater maintenance practices, materials, and equipment;
- Coordinates, directs, and inspects work performed by contractors for City facilities and/or equipment under the program's purview, including detailed review of plans and specifications; coordinates program activities with citizens, contractors, agencies, and in-house personnel;
- Investigates and mitigates citizen complaints;
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



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The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Operations, services, and activities of a wastewater collection system operations and maintenance program
- Principles and practices of supervision
- Contract administration
- Personnel policies and procedures
- Applicable local, State and federal regulations
- Modern methods, equipment, standards, procedures and practices used in the inspection, construction, maintenance, and repair of wastewater collection and storm water drainage systems
- Operational principles and maintenance requirements of pumps, motors, and sanitary sewer lift stations
- Project management and cost control
- Wastewater Discharge Requirements (WDR) and National Pollution Discharge Elimination System (NPDES) requirements as they pertain to the operations of sanitary sewer and storm drain systems
- Computer operation, including the use of Word, Excel and Outlook applications, spreadsheet development and forecasting
- Use of Supervisory Control and Data Acquisition (SCADA) systems
- Safe working practices, procedures and regulations; Occupational Safety and Health Administration (OSHA) requirements
- Record keeping systems
- Budgetary planning, preparation and control
- Purchasing practices and procedures; customer service delivery

Ability to:

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER SUPERVISOR

- Manage the wastewater maintenance programs, including planning, coordination and supervision of program activities and personnel
- monitor outside contracts and contractors
- Read and interpret plans, blueprints, manuals and specifications
- Give and follow written and oral instruction
- Develop and maintain effective record keeping systems
- Ensure safety and professional work standards are met
- Respond to emergency and problem situations in an effective manner
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work

Education: High school diploma or equivalent, supplemented by 12 units of college level courses in Wastewater/Environmental Sanitation, Wastewater Treatment, Water Utility Science, Water Technology or related field of study.

Experience: Five (5) years' experience in the maintenance, operation and repair of wastewater systems, including two (2) years' experience in a lead or supervisory role.

Certifications/License: A valid California Class C driver's license and an acceptable driving record are required by time of appointment and during course of employment;

Wastewater Collection System Grade II Certification required, Grade III desirable.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: WASTEWATER SUPERVISOR

mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

The majority of work is performed in a general office. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there may be full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. When necessary, must utilize approved safety equipment and protective gear, including but not limited to, steel-toed boots, hard hat, safety vest, eye protection, respirator and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. June 2003

Rev. Dec. 2010/jd

Rev. Nov. 2019/pa