

**City of San José**  
**CLASS SPECIFICATION**

**WASTEWATER OPERATIONS SUPERINTENDENT I/II (3617/3619)**

| <b>DEPARTMENT</b>      | <b>ACCOUNTABLE TO</b>                       | <b>FLSA STATUS</b> |
|------------------------|---|--------------------|
| Environmental Services | Division Manager –<br>Wastewater Operations | Non-exempt         |

**CLASS SUMMARY**

Under general direction, performs work of moderate difficulty by providing administrative support to the Division Manager – Wastewater Operations in planning, organizing, supervising and managing the day-to-day activities of the Operations Section of the San Jose/Santa Clara Regional Wastewater Facility of the Environmental Services Department, or in the role of liaison for Capital Improvement Projects (CIP) including the planning, preparation and coordination of CIP projects at the wastewater facility. May serve as the Designated Operator-in-Charge in the absence of the Division Manager-Wastewater Operations. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience of overall Plant operations (i.e. primary, secondary, sludge control, nitrification, filtration, disinfection, Residual Solids Management and computerized process control). The incumbents of this class have overall supervisory responsibilities of Operations staff and the management of administrative duties, CIP management, and/or the development of training programs associated with wastewater operations. An incumbent may act as the Designated Operator-in-Charge in his/her absence. This class differs from the lower class of Wastewater Operations Foreperson I/II in that incumbents of the latter are responsible for activities of a work shift, process area or computer control room and provide lead supervision to Wastewater Operators, Wastewater Operator Trainees and Wastewater Attendants. May be required to be available by phone and available to be onsite 24hrs/day.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Wastewater Operations Superintendent I**

**Experience:** One (1) year at a level equivalent to Wastewater Operations Foreperson I/II with demonstrated knowledge and experience in at least five (5) specific operational process areas, including Computer Room Operations, at the San Jose/Santa Clara Regional Wastewater Facility or equivalent facility.

**Licensing:** Possession of a valid California State Water Resources Control Board Operator (SWRCB) Grade IV Certificate **and** possession of a valid State of California Class C driver's license.

**Wastewater Operations Superintendent II**

**Experience:** Two (2) years at a level equivalent to Wastewater Operations Foreperson I/II with demonstrated knowledge and experience in at least six (6) specific operational process areas, including Computer Room Operations, at the San Jose/Santa Clara Regional Wastewater Facility or equivalent facility.

**Licensing:** Possession of a valid SWRCB Grade V Certificate **and** possession of a valid State of California Class C driver's license.

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**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of the principles and operation of primary, secondary, and tertiary treatment, sludge treatment and disposal, disinfection.
- Knowledge of wastewater facility's computer room system/technology.
- Knowledge of the operation of mechanical, electrical, pneumatic and other equipment found in a large wastewater facility.
- Knowledge of the methods, tools, and equipment used in physical, biological and chemical treatment of sewage.
- Knowledge of the safety practices and procedures used in a wastewater facility.
- Knowledge of Capital Improvement Planning process, goals, and objectives related to the wastewater facility's long-term improvement plans.
- Knowledge of wastewater facility security processes and policies including cyber-security system and response.
- Knowledge of wastewater facility laboratory procedures.
- Knowledge of the principles and practices of supervision and management.
- Knowledge of employee development process associated with craft and technical skills, performance improvement, etc.
- Knowledge of current budget development and management policies and procedures including wastewater facility accounting practices, and the City's procurement and contracting policies and procedures.
- Knowledge of current federal, state, and local environmental quality standards and legislation.
- Knowledge of all pertinent labor agreements associated with the wastewater facility operating environment.
- Ability to use a personal computer and related software to produce weekly staffing schedules, memos and reports, and perform tracking and record keeping functions.
- Ability to make effective public presentations, such as Plant tours, safety "tailgate" training sessions and other presentations as required.
- Ability to organize and maintain office files and other records in good order.
- Ability to maintain effective working relations with the public and other employees.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to manage a shift or the entire Operations division as necessary.
- Ability to manage wastewater facility operations during large improvement projects.
- Ability to assist in the design of new technical training programs related to various crafts and trade skills.
- Ability to act effectively as a wastewater facility liaison representing the organization with outside vendors and clients.
- Ability to develop and present detailed information concisely to executive management and the City Council.
- Ability to develop cost saving or process improvement recommendations to senior staff.
- Ability to administer disciplinary actions for all staff members within City guidelines.
- Ability to write and administer performance appraisals.

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- Ability to plan and conduct effective meetings with wastewater facility and contractor personnel.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of current developments in wastewater treatment.
- Knowledge of continual improvement methodology and tools.
- Ability to supervise and manage the biological, hydraulic, and mechanical operations of the Wastewater Facility.
- Ability to manage the Operations Group Training Program.
- Ability to review and interpret construction drawings and specifications.
- Completion of Leadership and/or Management coursework or training.

| <b>DUTY NO.</b> | <b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>  | <b>FRE-QUENCY*</b> |
|-----------------|---|--------------------|
| 1.              | Oversees training programs for operations personnel and works with the Operations Section Training group in producing operator training modules.  | Continuous         |
| 2.              | Processes time off request forms, training request forms and other scheduled personnel absences and prepares the weekly staffing schedule to ensure twenty-four hour per day, seven day per week coverage of various process units. Assists in producing the annual, seniority based, vacation list for the Operations Section.                             | Continuous         |
| 3.              | Participates in the selection and evaluation of Wastewater operations staff and assists in their orientation and training.  | Occasional         |
| 4.              | Oversees and participates in the "tailgate" safety program for the Operations Section. Coordinates Operations personnel training with the Department's Training Resources unit to ensure that staff receive the safety training required by Cal OSHA, are properly trained in safety procedures and have the necessary certification to perform their jobs. | Occasional         |
| 5.              | Manages the Operations Section in the absence of the Division Manager – Wastewater Operations. On occasion, may be called upon to fill in as Wastewater Operations Foreperson to ensure adequate shift/weekend coverage.  | As Required        |
| 6.              | Participates with the Deputy Director and Division Manager – Wastewater Operations in the investigation of spills, toxic gas leaks and other critical incidents and recommends/implements corrective action as warranted.   | As Required        |
| 7.              | Participates in the review of construction drawings and coordination planning for construction and maintenance shutdowns and power distribution changes.  | As Required        |
| 8.              | Assists the Division Manager – Wastewater Operations in the preparation of Operations Section budget and reports.   | As Required        |
| 9.              | Coordinates operator performance evaluations with Department administrative staff to ensure adequate progression tracking and timely completion of evaluations in the Operations Section.   | As Required        |
| 10.             | Acts as management liaison to various continual improvement teams working within the Operations Section.  | As Required        |

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| <b>DUTY NO.</b> | <b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b> | <b>FRE-QUENCY*</b> |
|-----------------|--|--------------------|
| 11.             | May be called upon to lead tour groups through the facility and explain the function of the various process units.   | As Required        |
| 12.             | Performs other duties of a similar nature or level.  | As Required        |

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)  
Frequencies of duties vary with assignment

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| <b>CLASSIFICATION HISTORY</b> <i>Created 8/13; 3617s004</i> |
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