

City of San José
CLASS SPECIFICATION

TITLE: WASTEWATER OPERATIONS FOREPERSON I/II (3656/3657)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Wastewater Operations Superintendent	Non-Exempt

CLASS SUMMARY

Under general supervision, performs a variety of work of moderate difficulty supervising the activities of a work shift or process area in the Operations section of the San Jose/Santa Clara Regional Wastewater Facility; or supervising the Operations Training Unit in the training of Operator Trainees, current Operators and/or newly-hired certified Operators in preparation for placement to a post-position Operator; or in the operation of the Distributed Control System (DCS) computer room to remote monitor and control the automated operations of the wastewater facility. Under general supervision of the Wastewater Operations Superintendent, may direct and/or supervise Wastewater Operators, Wastewater Operator Trainees, and Wastewater Attendants. 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 wastewater operations (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination and computerized process control). This class differs from the next higher class of Wastewater Operations Superintendent in that incumbents of the latter are responsible for supervision of Operations personnel and administrative programs of the Wastewater Operations group and acts as the Division Manager of Operations (Designated Operator in Charge) in his/her absence. Assignments may be made to any operations area or shift in an around-the-clock operation, and incumbents must also be available for work on Saturday, Sunday, and holidays.

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 Foreperson I

Experience: Demonstrated knowledge and experience in at least three (3) specific operational process areas 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 III Certificate **and** possession of a valid State of California Class C driver's license.

Wastewater Operations Foreperson II

Experience: Demonstrated knowledge and experience in at least four (4) specific operational process areas at the San Jose/Santa Clara Regional Wastewater Facility or equivalent facility.

Licensing: Possession of a valid California State Water Resources Control Board Operator Grade IV 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 of primary, secondary, and tertiary treatment, sludge treatment and disposal, and disinfection.
- Knowledge of the operation of mechanical, electrical and pneumatic equipment found in a large waste water treatment facility.
- Knowledge of safety practices and procedures used in waste water treatment facilities.
- Knowledge of principles and practices of supervision.
- Knowledge of the wastewater facility SCADA (supervisory control and data acquisition) system.
- Knowledge of City of San Jose purchasing policies and procedures.
- Knowledge of City budget and cost control process.
- Knowledge of Federal and state regulations and compliance requirements (e.g. National Pollutant Discharge Elimination System (NPDES) permit and Title 22).
- Knowledge of Capital Improvement Projects, strategies and objectives.
- Knowledge of flow management theory, technology and process.
- Knowledge of computer equipment and software, including Microsoft Outlook, Word and Excel.
- Ability to synthesize complex information to detect trends, issues, and problems in operations of facility.
- Ability to use computer technology to regulate sewage flow through wastewater facility.
- Ability to effectively communicate and coordinate the activities with key vendors and consultants
- Ability to control flow management by controlling and adjusting pumps and valves from computer controls and using data entry and analysis.
- Ability to provide central communications with wastewater facility personnel as they maintain various operations within the wastewater facility.
- Ability to operate and monitor all offsite recycled water pump stations and reservoirs.
- Ability to ensure facility stays in compliance with all government environmental regulations pertaining to emissions and air quality.
- Ability to review Computerized Maintenance Management System (CMMS) information to make judgments related to operations.
- Ability to recommend and test ideas for improving operating efficiency.
- Ability to develop scope of work projects.
- Ability to ensure contractor's work matches deliverables and conforms to safety and quality standards.
- Ability to prepare and maintain records and reports.
- Ability to perform a variety of plant operation duties and operate a variety of wastewater equipment.
- Ability to write and administer performance appraisals.
- Ability to work effectively with co-workers, supervisors and the public.
- Ability to follow oral and written instructions.
- Ability to provide lead direction and training.

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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 computerized control processes.
- Ability to supervise process area, shift, or computer room operations.
- Ability to recommend and implement new and improved operating procedures.
- Ability to monitor and maintain the integrity of the waste water treatment processes and ensure compliance with Federal and State quality standards.
- Ability to interpret data collected and make process modifications.

DUTY NO.	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:	FREQUENCY*
1.	Monitors and maintains the integrity of the sewage treatment processes or assigned area process and ensures compliance with federal and state quality standards, either directly or via the Plant-wide DCS.	Continuous
2.	Serves as the “Operator in Charge” of the entire operation of the Wastewater Facility on an assigned shift in the absence of the Division Manager Plant Operations, either directly or via the Plant-wide DCS	Continuous
3.	Supervises operating personnel assigned to the shift or process area to ensure that tasks are performed correctly and in a timely manner, either directly or via the Plant-wide DCS.	Continuous
4.	Interprets data collected via computer and laboratory analyses; makes adjustments to the treatment process, as needed.	Continuous
5.	Assigns work and evaluates work activity of subordinates.	Continuous
6.	Assesses equipment malfunctions and take appropriate corrective action.	Continuous
7.	Supervises the maintenance of operations records for an assigned shift or process area, and evaluates records against optimum scales.	Continuous
8.	Determines magnitude and consequences of operational problems associated with digital computer, field instrumentation, process, or auxiliary equipment.	Continuous
9.	Ensures safety of employees and the safe operation of equipment utilized.	Continuous
10.	Ensures security and cleanup of the work areas.	Continuous
11.	Reviews and improves operating procedures.	Frequent
12.	Approves all maintenance work order requests on assigned shift or process area.	Frequent
13.	Trains operating personnel assigned to the shift or process area to ensure that tasks are performed correctly and in a timely manner.	Occasional
14.	Conducts safety training and drills in handling of onsite hazardous materials.	Occasional
15.	Assures completeness and accuracy of time cards.	As Required
16.	Arranges for replacement personnel to provide coverage for absent employees.	As Required
17.	Serves as Incident Commander (I.C.) in the event of a toxic gas release.	As required
18.	May work as liaison between Operations and Engineering to assist in the collection of operations data and information, and project preparation and set-up regarding Capital Improvement Program (CIP) project planning and constructions	As required

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19.	May supervise Operations Training Group in the training of Operator Trainees and/or newly hired certified Wastewater Operators.	As required
20.	May monitor and operate the Plant remotely via the DCS.	As Required
21.	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)

CLASSIFICATION HISTORY <i>Created 8/13; s000</i>
