



## CAMBRIA COMMUNITY SERVICES DISTRICT

### POSITION SPECIFICATION

|                     |  |
|---------------------|--|
| <b>Position</b>     | Wastewater Systems Superintendent                          |
| <b>Organization</b> | Cambria Community Services District                        |
| <b>Location</b>     | Cambria, California  |
| <b>Reports to</b>   | Utilities Department Manager                               |
| <b>Website</b>      | <a href="http://www.cambriacsd.org">www.cambriacsd.org</a> |

#### **DEFINITION**

Under general direction of the Utilities Department Manager, administers the operations of wastewater collection, treatment, disposal, reclamation, and recycling systems. Supervises wastewater operational staff; establishes and assures adherence to standard operating protocols; plans and organizes agency-wide wastewater disposal/recycled water use compliance efforts; serves as the liaison between field and office staff assigned to wastewater operations.

This is an exempt management position.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ensures the efficient operation of wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees; recommends appointments, transfers, and reassignments; implements disciplinary actions at the direction of superiors.
- Ensures, coordinates, and directs communications between operational units and systems subcontractors and their advisory groups; ratepayers; department and district management; environmental consultants; and applicable Federal, State, and local agencies.
- Establishes protocols for the assignment of personnel and resources and monitors results to ensure compliance with established protocols.
- Participates and coordinates with department staff, consultants, and construction staff on new and rehabilitation projects to ensure optimum project results, efficient utilization of system assets, continued safe operation of systems during construction, and effective follow-up and correction of any project-related deficiencies.
- Directs and participates in solving complex operational and maintenance issues.
- Assists in preparing, administering, monitoring, and reporting system budgets.
- Prepares departmental reports documenting and describing the operational status of wastewater

- systems, including collection systems and recycling/effluent disposal.
- Prepares and submits departmental and local reports; may prepare and submit State reports when such reporting is in conformance with operator certifications possessed and directed by the Utilities Department Manager.
  - May attend and participate in Advisory Board meetings, District standing/ad-hoc committee meetings, and Board meetings wastewater program(s).
  - Develops and maintains professional, respectful, and courteous relationships with staff, agency representatives, and the public.
  - In special circumstances and compliance with the incumbent's wastewater certification, may be the designated "Chief Plant Operator" or "Shift Operator" of a wastewater treatment plant(s) and perform other related work as required.
  - Administers an effective safety program and maintains a safe and productive work environment.
  - Performs tasks that involve moderate to heavy physical labor or exertion and/or hazardous working conditions.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Principles and practices of the administration of wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Principles and practices of staff supervision, including hiring, directing, evaluating, training, disciplinary actions, and compliance with applicable employment-related statutes and policies.
- Methods, materials, and equipment utilized in the operation, controlling, monitoring, testing, and maintenance of wastewater treatment, collection, disposal, and recycling systems.
- Basic computer operations, including wastewater systems controls, word processing, spreadsheets, email, and systems reporting.
- Applicable Federal, State, and County laws and regulations relating to wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Applicable safety rules of wastewater collection, treatment, disposal, reclamation, and recycling systems
- Chemical processes that occur in wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Establish and maintain effective working relationships; work cooperatively with others; cultivate and maintain positive working relationships with members of the public and community organizations, business and environmental leaders, District staff, and representatives of other governmental agencies.
- Follow oral and written instructions; communicate effectively orally and in writing with District staff and members of the public, community organizations, and elected officials.
- Understand and comply with all applicable Federal, State, County, and departmental regulations pertinent to wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Supervise and evaluate the performance of assigned personnel, build and maintain a cohesive, highly efficient, effectively functioning wastewater operations and maintenance team, administer an effective safety program, and maintain a safe and productive work environment.

### **REQUIRED QUALIFICATIONS**

- Five years of experience in wastewater system operations and maintenance, two years of which must have been in a supervisory position.
- A bachelor's degree in a technical field relating to wastewater treatment, such as engineering or natural science, is preferred, and five (5) years' experience in activated sludge wastewater utility operations, including at least three years (3) in a management or supervisory capacity. Qualifying experiences may be substituted for up to two years (2) of college coursework on a two-for-one basis.
- Possess a valid SWRCB Wastewater Treatment Grade WW 3 Operator certification at the time of application. Sustained certification, including any required continuing education units, is mandatory for continued employment. Failure to maintain a valid required certification will result in removal from

the position unless a time extension is approved by the appointing authority before the expiration of the certification.

- Must possess a valid California class C driver's license and maintain a satisfactory driving record.

**OTHER SPECIFICATIONS**

Must be willing and able to work alternating shifts and weekend work to provide supervisory coverage after normal workdays or irregular and on-call emergency requests on nights, weekends, and holidays. It may be subject to formal standby or around-the-clock operations as situations warrant.