

City of South San Francisco
Human Resources Department

Assistant Plant Superintendent

Class Description

Definition

Under general direction, manages and supervises the day-to-day operations of the water quality control plant with the primary focus on operations and plant maintenance; coordinates and implements technical training; develops programs required to ensure compliance with federal, state, and local certification requirements, and to meet internal as well as local competency and safety standards; acts for the Plant Superintendent in his/her absence; and performs related work as required.

Distinguishing Characteristics

Typical and Important Duties

1. Manages the day-to-day operations of the water quality control plant.
2. Makes operational decisions, sets parameters, and establishes priorities.
3. Controls work-order flow and coordinates maintenance activities.
4. Reviews daily records, sets overall goals for shift operations and monitors the quality of data collected.
5. Coordinates maintenance, operations, and laboratory activities.
6. Interprets lab test results in relation to the efficiency of plant processes.
7. Ensures plant facilities are well maintained.
8. Investigates discrepancies in data collected.
9. Prepares reports and records of operational programs.
10. Initiates process control strategies.
11. Documents incident control, hazardous and emergency response and safety related assurances.
12. Ensures that the City complies with all regional, state, and federal regulatory agency requirements.
13. Provides input and recommendations into the budget process and monitors departmental expenditures.
14. Assists in policy revisions.
15. Develops and recommends new methods/ideas for improving plant operations.
16. Acts as liaison between plant, staff, and other City departments.
17. Interacts with related industry representatives.
18. Develops and coordinates training and development programs to ensure compliance with State certification requirements as well as safety programs.
19. Develops standards and criteria for each position and relates this to in-house competency evaluations and monitors the administration of such processes.

20. Provides direct supervision of maintenance and operations personnel.
21. Acts as Project Manager.
22. Serves as division head as appropriate.
23. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Bacteriological and chemical treatment of wastewater.
- City, state and other legal requirements of proper plant operations.
- Accepted safety standards.
- Operation and general maintenance requirements of a variety of mechanical and electrical pumps, motors, controls and metering devices.
- Plumbing, pipe fittings, and related mechanical repair work.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.

Ability to:

- Plan, design, train, and supervise the activities of subordinate staff and initiate disciplinary actions when necessary.
- Deal effectively and courteously with the public, other City departments and plant personnel.
- Detect and analyze malfunctions in plant operating machinery and equipment, and make necessary recommendations for repairs.
- Understand and interpret laboratory tests and make recommendations regarding the proper operation of various treatment processes.
- Maintain plant-operating records.
- Work in a safe manner following City safety practices and procedures; model and coach others in correct City safety practices; enforce adherence to safety policies and procedures; identify, correct, and report safety hazards; administer first aid.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Use initiative and judgment within established policy and procedural guidelines.

- Work independently; organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Communicate orally clearly and concisely.
- Understand and comply with City and departmental rules and regulations.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using personal computers and associated applications, including SCADA software, and preventative maintenance programs.
- Operating a forklift.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively more responsible experience in performing plant operator duties, including at least two years in a lead capacity supervising the operations of a water quality control plant or similar facility.

Training: A bachelor's degree from an accredited college or university with major coursework in public or business administration; civil, sanitary, or chemical engineering, or a technical field related to wastewater treatment.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Possession of Grade IV Waste Water Quality Control Plant Operator's Certification issued by the California State Water Resources Control Board.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 75 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; smell to distinguish odors.

Work Environment: Mobility to work in a typical office setting or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights, and holidays; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for unusual hours in emergencies; available for evening meetings.

Approved:	July 1996
Revised Date:	June 2003
Former Titles:	
Abolished:	
Bargaining Unit:	Mid-management
ADA Review:	May 2002, 2003
DOT:	No
Physical:	Class 3
Status:	Classified-Exempt
EEOC Category:	EF13\EJ2
Job Code:	M465

ADA Documentation of Essential Duties

1. SDE
2. SDE
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