

City of South San Francisco
Human Resources Department

Plant Superintendent
Class Description

Definition

Plans and directs the work of the Water Quality Control Plant and facilities of the North Bayside System Unit; manages the overall operation and maintenance of the plant, pumping stations, outfall sewer and laboratory, implementing the City's sewer use ordinance; administers the industrial waste sewer use program and charges; and performs other duties as required or assigned. Receives administrative direction from the Director of Public Works.

Distinguishing Characteristics

The management classification manages, supervises, develops, maintains, directs and coordinates the activities of the Water Quality Control Plant (WQCP). This class is distinguished from the next lower-level classification in that it has primary responsibility for managing the division while the next classification manages the day-to-day operations.

Typical and Important Duties

1. Plans and directs the overall operation of the WQCP, pumping stations, and North Bayside System Unit effluent outfall system.
2. Ensures that the WQCP complies with the requirements of the City's NPDES Permit.
3. Oversees the necessary laboratory analyses and measures to ensure adequate treatment of wastewater under both normal and extraordinary conditions.
4. Ensures the timely preventive maintenance of and repair to treatment plant, pumping stations and related facilities.
5. Recommends and approves necessary repairs or improvements to the wastewater conveyance and treatment facilities.
6. Plans and prepares an annual budget; monitors monthly plant expenditures and ensures sewer service charges are adequate to cover necessary expenses.
7. Administers the schedule of charges for industrial waste and sewer use fees.
8. Serves as a representative of the City in contacts with the public, industries and other governmental organizations in matters related to wastewater treatment and disposal.
9. Oversees the administration of training and safety program for division employees.
10. Directs preparation of routine and special reports to reflect wastewater treatment, operating conditions and all related problems.
11. Administers the City's Industrial Pretreatment Program, Pollution Prevention Program, and Stormwater Inspection and Monitoring Program.
12. Operates the WQCP during emergencies.
13. Performs other duties as required or assigned.

Job-related Qualifications

Knowledge of:

- Principles, techniques and equipment used in the operation and maintenance of a water quality control plant facility.
- Principles and objectives of laboratory analysis for treatment and process control.
- 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.
- Requirements of NPDES Permits.
- Safety principles, practices, regulations and procedures related to the work, including OSHA regulations.

Ability to:

- Effectively plan, organize and direct a program relating to the operation and maintenance of the Plant and related facilities.
- Develop and install improvements in organization and work procedures.
- Read and interpret gauges and other recording devices.
- Supervise and instruct subordinate plant personnel.
- Keep accurate operational records and prepare reports.
- Communicate effectively in writing, orally and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Administer first aid.
- 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 relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Review and implement process improvement changes to streamline procedures.
- 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.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and related applications.

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 the operation and maintenance of water quality control plant facilities, including two years of that experience in a supervisory capacity.

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 within the probationary period, an appropriate, valid California driver's license, and a satisfactory driving record.
- Possession of a Grade IV Wastewater Treatment Plant Operator's Certificate of Competence 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 1995
Revised Date:	July 1997, September 2002, June 2003, April 2012, January 21, 2014
Former Titles:	WQCP Superintendent
Abolished:	
Bargaining Unit:	Mid-management
ADA Review:	April 1995, June 2003, January 2014
DOT:	No
Physical:	Class 3
Status:	Classified/exempt
EEOC Category:	EF13\EJ2
Job Code:	M355

ADA Documentation of Essential Duties

1. SDE
2. SDE

3. SDE
4. OAE
5. MAE
6. OME
7. SDE
8. SDE
9. MME
10. SDE
11. OAE
12. OAE

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