

**City of Grass Valley  
JOB DESCRIPTION**



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**UTILITIES SUPERINTENDENT / CHIEF TREATMENT PLANT OPERATOR**

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**Department: Public Works Department**

**FLSA Status: Exempt**

**Reports To: Public Works Director/City Engineer**

**Unit: 1, Full-time Position**

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**SUMMARY OF JOB PURPOSE**

Under general direction, manages planning, administration and coordination of activities and operations in multiple functions/divisions (Water and Wastewater) of the Public Works Department; assists in the coordination of assigned activities with other City departments and outside agencies; provides highly responsible and complex technical staff assistance to the Public Works Director/City Engineer and/or their designee; directs, manages and supervises the work of assigned staff; establishes and implements assigned programs' objectives and performance standards; oversees related regulatory requirements, reporting, and programs; and performs other related duties as required.

The Utilities Superintendent/Chief Treatment Plant Operator is responsible for carrying out the mission of the City and the Public Works Department in conformance with departmental and City of Grass Valley organizational values. The Utilities Superintendent/Chief Treatment Plant Operator shall maintain the appropriate licenses/certifications to be the City's designated Chief Plant Operator, and perform all functions/duties required by the State of California as the City's designee.

Subject to the disciplinary process management reserves the right to terminate an incumbent in the Utilities Superintendent/Chief Treatment Plant Operator classification for lack of maintaining the required certifications and/or licensure.

**SUPERVISION RECEIVED AND EXERCISED**

The Utilities Superintendent/Chief Treatment Plant Operator is a management level classification responsible for assisting the Public Works Director/City Engineer and/or their designee in the day-to-day business of administering, directing and supervising assigned water and wastewater divisions.

Receives general direction from the Director of Public Works/City Engineer or his/her designee. Exercises direct supervision of the operational requirements of the Water and Wastewater Treatment Plants and Utility Maintenance Divisions and over assigned subordinate professional and field crews, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel.

**ESSENTIAL FUNCTIONS (include, but are not limited to listed tasks)**

1. Plans, coordinates and supervises work activities for assigned water and wastewater operations; participates in the development of the Department's work plans; assigns

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work activities, projects and programs; monitors workflow; reviews and evaluates work product, methods and procedures.

2. Assists and makes recommendations in the development, planning and implementation of departmental goals and objectives; assists in the development and implementation of department policies and procedures.
3. Plans, prioritizes, assigns, supervises and reviews the work of subordinate staff in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.
4. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
5. Participates in the selection of staff; recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures and reports same to Public Works Director/City Engineer.
6. Assists in the preparation of single and multi-year budgets and forecasts for water and wastewater funded divisions.
7. Participates in the development and administration of the Public Works Water and Wastewater Fund budgets; forecasts additional funds needed for staffing, equipment, materials and supplies for assigned activities; monitors and approves expenditures; implements midyear adjustments.
8. Administers and monitors contracts for materials or services relating to Public Works water and wastewater operations.
9. Receives and responds to public inquiries, requests for assistance, and complaints regarding assigned water and wastewater activities; participates in public meetings as necessary.
10. Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, etc.
11. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
12. Monitors and supervises operations of water and wastewater treatment facilities to control flow and processing;
13. Interprets meter and gauge readings and test results to determine processing requirements;

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14. Monitors, supervises, and controls operations lab facility;
15. Interprets laboratory results and makes operational changes as required;
16. Administers operating logs, plant process control program and lift station program;
17. Administers the daily operation and care of odor control program;
18. Regulates flow in accordance with established procedures;
19. Prepares regular reports on plant operations and laboratory tests;
20. Trains new plant operators and other employees in work operations and job safety;
21. Prepares all monthly and annual reports for appropriate State agencies;
22. Manages or makes standard laboratory tests;
23. Oversees major repair work, such as disassembling and reassembling of valves, pumps, gear cases, chemical solution pumps, sludge pumps, water pumps, wastewater pumps and other related equipment;
24. Oversees the inspection and maintenance of pump/lift stations;
25. Motivates employees to perform to the best of their abilities, evaluates employee job performance and initiates recognition and disciplinary procedures where appropriate;
26. Enters and works in a confined space;
27. Coordinates Environmental Lab Accreditation Program;
28. Oversees requisition of supplies, materials and equipment in accordance the City's purchasing policy;
29. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

1. Principles and practices of municipal public works relating to water and sewer.
2. Legal, financial and public relations issues associated with public works utility divisions.
3. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
4. Recent developments, current literature, and sources of information regarding public works practices in utility operations.
5. Methods and techniques of contract negotiation and administration.

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6. Basic principles and practices of program and budget development, administration and evaluation.
7. Operation and maintenance of mechanical equipment such as pumps, valves, electric motors, electric motor variable speed control panels, gear reduction drives, chain driven equipment, CO equipment, micro-processor controllers and other related equipment;
8. Basic chemical tests and process control monitoring for National Pollution Discharge Elimination System (NPDES) compliance;
9. Principles of water and wastewater treatment plant operation and maintenance;
10. Safe work practices;
11. Basic math and science and their applications;
12. Pertinent Federal, State and local laws, codes and regulations;
13. Computers and software for use in process control.

**Skills in:**

1. Interpreting and complying with provisions of applicable codes, ordinances and regulations enforceable by the City and/or other regulatory agencies, especially those pertaining to wastewater and water treatment standards and practices; and interpreting lab data for process control.
2. Inspecting assigned areas for a wide variety of maintenance, repair and risk management issues.
3. Applying laws, regulations, codes and departmental policies governing the treatment of water and wastewater.
4. Recognizing, prioritizing and accomplishing needed tasks.
5. Researching, preparing and writing clear and concise technical reports.

**Ability to:**

1. Participate in future planning for utility systems expansion.
2. Provide effective leadership and coordinate the activities of assigned subordinate staff.
3. Plan and organize efficient and effective work schedules.
4. Evaluate existing systems and procedures for improvement.
5. Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
6. Read and interpret maps, sketches, drawings, specifications and technical manuals.

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7. Read, decipher and understand plans and specifications for infrastructure components and pipelines.
8. Oversee contracts.
9. Read and interpret gauges and recording devices used in water and wastewater treatment plant operations.
10. Perform planned maintenance and emergency work under confined space conditions.
11. Represent the interests of the Public Works Utility Divisions in the community and at professional meetings as required.
12. Administer budgets for assigned activities.
13. Operate personal computers and related software programs, specifically software to assist in the operation of public works functions including purchasing, work orders, and inventory.
14. Gain cooperation through discussion, consensus building and persuasion.
15. Interpret, explain and apply applicable laws, codes and regulations.
16. Read, interpret and record data accurately.
17. Organize, prioritize and follow up on work assignments.
18. Work independently and as part of a team.
19. Make sound decisions within established guidelines.
20. Follow written and oral instructions.
21. Observe safety principles and work in a safe manner.
22. Communicate clearly and concisely, both orally and in writing.
23. Establish and maintain effective working relationships.
24. Oversee the preparation of all monthly and annual reports for appropriate State agencies.
25. Motivate employees to perform to the best of their abilities, evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

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**EDUCATION AND EXPERIENCE**

A typical way to obtain the knowledge and skills is:

1. Two years of increasingly responsible experience in public works, including one year in a supervisory or management capacity in the area of water or sewer maintenance operations of public works.
2. To have a high school diploma or GED and three (3) years of recent, full-time general mechanical or maintenance experience; which includes experience in the maintenance of pumps, electric motors, electric motor control panels, gear reduction drives and chain driven equipment. Possession of a valid California Grade IV or higher Wastewater Certificate, issued by the California Water Resources Control Board and possession of a valid State of California Grade III or higher Water Treatment Plant Operator Certification.
3. An Associates degree or higher in a related field from an accredited college or university may substitute for one (1) year of general mechanical or maintenance experience.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

1. Must have a valid Class C California Drivers License with an acceptable driving record and pass an appropriate background check prior to hire date.
2. Possession of a valid California Grade IV or higher Wastewater Certificate, issued by the California Water Resources Control Board and possession of a valid State of California Grade III or higher Water Treatment Plant Operator Certificate.
3. Possession of Confined Space Certification.
4. Certification as Lab Director as required by the State of California and Federal EPA in order to operate a lab facility.
5. Register with the State Water Resources Control Board as legally responsible official (LRO) to enter, certify, and submit data into the online sanitary sewer overflow (SSO) database on behalf of City of Grass Valley in accordance with Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003).

Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Utilities Superintendent/Chief Treatment Plant Operator classification for lack of maintaining the required certifications and/or licenses.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

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**MATHEMATICAL SKILLS**

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

**REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The incumbent must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

**WORKING ENVIRONMENT**

While performing the duties of this job the incumbent is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and a steady level of loud noise.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: 03/28/12

Revised:

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