

ENCINA WASTEWATER AUTHORITY

DATE: August 2022
POSITION TITLE: Operations Training and Quality Control Specialist
DEPARTMENT: Operations
REPORTS TO: Director of Operations
FLSA STATUS: Exempt

POSITION SUMMARY: Under the supervision of the Director of Operations with input from Operations Management, this position: supervises Operations Section staff; directs training, operational activities, operational safety, and limited maintenance of complex secondary and tertiary treatment systems at the Encina Water Pollution Control Facility (EWPCF), the Carlsbad Water Reclamation Facility, and other Authority operated facilities; and performs other related duties as assigned.

SUPERVISORY DIMENSIONS: Supervises training activities of Operator-in-Training, Operator I, Operator II, and Lead Operator.

ESSENTIAL JOB DUTIES:

- Promotes EWA's Mission, Vision, and Values.
- Exhibits all leadership traits and ethical behaviors required of California local government employees.
- Plans, directs, and implements in-plant Quality Assurance Programs for projects assigned to the Operations department.
- Supervises Operations staff so that Department plans, goals, and objectives are met, including the development of recommendations regarding work organization, assignments, and staff training needs.
- Guides, motivates, and oversees the activities of individuals and teams with a focus on Operator training and reinforcing safe work place activities.
- Act as the Administrator for the Operations department Professional Qualification Standards (PQS) program. Ensure new employees are accurately set up in the program and train new employees on the PQS Standards.
- Act as the Administrator for the Operations department Standard Operating Procedures (SOP). Coordination and implementation of annual review of SOP documents. Ensure accuracy and integration of SOPs with PQS Standards.
- Author, edit, review, evaluate, and maintain training documentation.
- Effectively validates and implements new PQS and SOP training modules.

- Management and coordination of PQS and SOP documents, ensuring documents are reviewed annually and updated as needed. Responsible for document review and facilitating updates with the appropriate process owners.
- Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.
- Introduces and/or implements innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs.
- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Oversee and ensure training documents are standardized and effectively complies with applicable regulatory requirements.
- Verify that written procedures (SOP) and operational guidelines are followed.
- Utilize metrics and reporting to effectively monitor staff training and report on individual performance, to drive training improvements.
- Support internal and external audits to verify outcomes, performing root cause analysis and other problem-solving activities to identify risks and process improvements.
- Ensure audit findings are addressed and resolved, implementing, and performing document control and change control of training procedures.
- Support Operations Supervisors and Management to ensure efficient and safe facility operations.
- Ensures safety and plant performance during operations, maintenance, or testing procedures.
- Interfaces with the public, regulatory agencies, trucking firms, contractors, consultants and vendors.
- Originates repair requests to ensure equipment, instrumentation, and computer systems are maintained in good operating condition.
- Drives Authority vehicles.
- Operates forklifts, utility carts, semi-tractors with trailers and other such equipment within EWA facilities.
- Assists Operations Management in preparing budgets and reports, making staffing recommendations, and resolving action items.
- Manages projects and programs as directed.
- Coordinates and interfaces with various Departments.
- Work closely with online safety platform coordinator to ensure training material is up to date and relevant.

- Work closely with EWA's Safety Officer, CIP manager, and HR to help plan, schedule, and train Operations staff as needed.
- Conduct employee training and evaluations for power equipment certification (yard mule, forklift, scissor lift, ect.), lock-out/Tag-out (LOTO), and confined space.
- Identify equipment/ processes that do not have SOP's or LOTO procedure associated with them and develop and train Operations staff on newly developed procedures
- Assist Operations Staff with tracking Operator certification expiration dates and assist with renewal application and PO generation as needed.
- Utilizes automated systems to access information, prepare reports, and monitor operations.
- Conduct periodic tailgate training as needed.

Specific Types of Knowledge, Skills, and Physical Abilities Required for These Duties:

- Ability to supervise, train, and develop Operations Department personnel.
- Expert knowledge of the types of equipment used in the wastewater and recycled water treatment, biosolids, and energy production processes such as pumps, motors, valves, filters, engines, meters, blowers, and compressors.
- Expert knowledge of regulations governing wastewater and water reclamation discharge permits, biosolids, air pollution control, safety, industrial waste, residuals, and wastewater spills.
- Knowledge of and experience with tools and equipment necessary to perform limited repairs to mechanical equipment.
- Expert knowledge in the operation of a secondary and tertiary treatment plant, anaerobic solids digestion, solids thickening and dewatering, heat drying, chemical handling, chlorination, water recycling, power generation, process controls and computer monitoring systems.
- Proficient in computer fundamentals and Microsoft Office applications (i.e. Excel, Word, PowerPoint).
- Working knowledge of safety practices and procedures as they apply to wastewater treatment facilities, pump stations, mechanical equipment, chemical handling, and gas management systems, and familiarization with reading and interpreting engineering plans.
- Ability to investigate, research and compile information and present it in an organized written form.
- Ability to work varying hours, weekends, and holidays, and respond to 24-hour emergency call-ins.
- Effective mathematical skills and oral and written communication skills.
- Ability to analyze information and make recommendations.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Ability to perform strenuous physical activities for extended periods of time, including lifting, bending, carrying, crawling, and climbing.

- Ability to withstand exposure to varying weather conditions, work in wet, odorous, and confined areas.

EDUCATION EXPERIENCE: An associate degree in science, engineering, business, public administration, or a related field of study from an accredited college or university or equivalent knowledge gained by experience.

EXPERIENCE REQUIREMENT: Ten (8) years progressively responsible experience in the operation and maintenance of a wastewater treatment plant, to include three (3) years in a responsible lead or supervisory capacity.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and the ability to be insured under the Authority's automobile insurance coverage. Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

CERTIFICATION REQUIREMENT: Possession of a valid Grade III Wastewater Operator Certification issued by the State of California Water Resources Control Board (SWRCB) and maintenance of the certificate in active status. Obtain a Grade V Wastewater Treatment Plant Operator Certificate issued by the SWRCB no later than 36 months after placement in the Operations Training and Quality Control Specialist position.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the job, the employee may be exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee typically works under office conditions, and the noise level is usually quiet.

RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT: This position must comply with the Authority's Respiratory Protection Policy & Procedures, which requires the use of respirators when conducting specific tasks.

ADDITIONAL QUALIFICATIONS: Possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation, physical examination, and a drug screen.