

## ENCINA WASTEWATER AUTHORITY

**DATE:** August 2022  
**POSITION TITLE:** Shift Supervisor (EWPCF, Resource Recovery, Remote Facilities)  
**DEPARTMENT:** Operations  
**REPORTS TO:** Operations Manager  
**FLSA STATUS:** Non-exempt

**POSITION SUMMARY:** Under administrative supervision of the Operations Management, this position: provides both general and direct supervision of Operations Section field staff; supervises and participates in the on-shift operational activities and limited maintenance of complex secondary and tertiary treatment systems at the Encina Water Pollution Control Facility (EWPCF), Remote Facilities (Agua Hedionda Pump Station, Buena Vista Pump Station, Buena Creek Pump Station, Raceway Basin Pump Station, and Carlsbad Water Recycling Facility (CWRF); or Resource Recovery (biosolids handling and recycling, alternative fuels, and cogeneration), and other Authority operated facilities; and, performs other related duties as assigned. The incumbent of this position may be assigned to specialize in one or any of the following areas: EWPCF; Remote Facilities (Agua Hedionda Pump Station, Buena Vista Pump Station, Buena Creek Pump Station, Raceway Basin Pump Station, and CWRF; or Resource Recovery (biosolids handling and recycling, alternative fuels, and cogeneration). The incumbent ensures that Authority operated wastewater treatment, water recycling, conveyance processes, and other associated functions meet all applicable laws, regulations, and Authority policies; provides professional-level assistance to Operations Management in areas of expertise.

**SUPERVISORY DIMENSIONS:** Exercises both direct and general supervision of Lead Operator, Operator II, Operator I, Operator-in-Training as assigned to Encina Wastewater Authority's operational facilities, specifically preliminary, primary, secondary, tertiary wastewater treatment processes/ facilities, effluent pumping station, sewage pumping stations, biosolids handling and recycling facilities, and cogeneration.

### ESSENTIAL JOB DUTIES:

- Promote Authority's Mission, Vision, and Values.
- Exhibit all leadership traits and ethical behaviors required of California local government executives.
- Supervise on-shift Operations staff so that Department plans, goals, and objectives are met, including the development of recommendations regarding work organization, assignments, work schedules, and staff training needs; conducts staff training and develops written training manuals as needed; reviews and approves time sheets; serves on employee interview panels; prepares performance evaluations; and initiates disciplinary actions.
- Supervise on-shift operation of complex treatment processes to safely and efficiently meet all permit requirements, including but not limited to, auxiliary facilities such as potable and reclaimed water systems, chemical handling, solids handling, alternative fuel handling, pipeline conveyance, pumping

stations, compressed air systems and co-generation facilities, and any other Authority operated facility as assigned.

- Evaluate laboratory analyses, adjust process parameters, and comply with operational procedures, instructions, and permit requirements. Inform Operations Management of process control adjustments.
- Perform sight and sound inspection of plant processes and perform adjustments to systems as needed to maintain desired results.
- Prepare or reviews procedures, programs, logs, charts and reports. Provide recommendations to Operations Management for changes and improvements to procedures, programs, logs, charts and reports.
- Responsible for ensuring that Authority safety policies and procedures are communicated, followed, and maintained during operations, maintenance, or testing.
- Interface with the public, regulatory agencies, trucking firms, contractors, member agencies, consultants, and vendors.
- Conduct facility tours and information presentations as assigned.
- Originate repair requests to ensure equipment, instrumentation, and computer systems are maintained in good operating condition.
- Perform and direct operations staff in execution of minor preventative maintenance and/ or corrective procedures and system improvement modification tasks.
- Operate Authority vehicles in accordance with EWA Vehicle Use Policy.
- Operate forklifts, utility carts, scissor lifts, aerial lifts, semi-tractors with trailers, and other such equipment within Authority operated facilities.
- Assist Operations Management in preparing budgets and reports, making staffing recommendations, and resolving action items.
- Manage projects and programs as directed.
- Interface with the Technical Services Department to facilitate preventative maintenance and/or corrective work orders, emergency response, and other coordinated departmental activities as needed. Advise, assist, support, and interact with other Authority departments and divisions as appropriate.
- Participate in or direct Lead Operator/ Operations staff in isolation, shut-down, tag-out, and start-up of Authority operated equipment in accordance with Authority policies.
- Utilize automated systems, such as SCADA projects and databases to access information, prepare reports, and monitor operations. Provide recommendation and/ or information to Operations Management based on professional judgement and interpretation of data to ensure permit compliance and desired process performance.

- Perform routine operations and other tasks normally assigned to Operations staff as necessary due to vacations, sick leave, attrition, and emergencies.
- Ensure operations of Authority's facilities are conducted in a cost-effective manner through efficient and effective use of chemical dosing and energy consumption.
- Supervise and manage on-shift Operator work schedule, including ensuring adequate shift coverage due to vacations, sick leave, training, attrition, or protected leave.
- Participate in and/ or supervise operations staff in ordering and receiving chemical deliveries, ensuring procedures are adhered to including monitoring tank levels to ensure adequate capacity, ensuring proper valve arrangement, paperwork filing and documentation.
- Respond to emergencies at Authority operated facilities.
- Initiate, participate in, and supervise Authority and/ or member agency staff during incident command events. May serve as an incident commander.
- Participate in and/ or supervise operations staff with completion of purchase order requisition within the framework of the Authority's purchasing policy.

Specific types of knowledge, skills, and physical abilities required for these duties:

- Ability to supervise, train, and develop Operations Department personnel.
- General 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.
- 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.
- 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 structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Proficient in computer fundamentals and Microsoft Office applications (i.e., Excel, Word, PowerPoint, Teams, Outlook), WIMS, CMMS, and Authority's requisition and employee self-services program.
- 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.
- Ability to effectively perform mathematical calculations involved in wastewater treatment, water recycling, solids disposal, electrical generation, and other associated processes.
- Ability to effectively communicate in both oral and written forms.
- 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 and/or odorous areas, and work in confined spaces.
- Ability to think and respond quickly under pressure and in emergency situations.
- Ability to work independently and safely while directing others to do the same.
- Ability to be medically authorized to be fitted for and wear a respirator in accordance with the Authority's Respiration Protection Policy.

**EDUCATION REQUIREMENT:** An associate degree in science, engineering, business, public administration, or a related field of study from an accredited college or university.

**EXPERIENCE REQUIREMENT:** Six (6) years progressively responsible experience in the operation and maintenance of a wastewater treatment plant, to include two (2) 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 IV Wastewater Operator Certification issued by the State of California Water Resources Control Board (SWRCB) or the ability to obtain certification within 12 months of appointment to the position and maintenance of the certificate in active status.

#### **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.

**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:** 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.**