

Code: 2784

Title: WASTEWATER OPERATIONS & MAINTENANCE TECHNICIAN SUPERVISOR

SUMMARY: Supervises operations and maintenance (O&M) staff and participates in O&M functions and tasks in connection with the O&M of the County's Regional Wastewater (WW) Treatment Facilities and/or other independent, remote wastewater treatment sites. This is distinguished from the Wastewater Operations & Maintenance Technician classification due to its full supervisory functions and overseeing of WW O&M Technicians.

DUTIES/RESPONSIBILITIES: (Incumbents within this multi-level classification are expected to perform duties and responsibilities based on their demonstrated skill level. Examples of typical duties by skill level are included below.)

This is a multi-skill level classification in which positions within this classification are assigned duties and responsibilities relevant to the incumbent's identified skill and certification level. As incumbents progress in acquired knowledge, skills and acquire appropriate certifications, their duties and responsibilities may change to reflect the increased skill level. The following are samples of expected duties and responsibilities based on skill level:

WW O&M Technician Supervisor - Level 1: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the manager.)

Supervises and performs all duties and responsibilities of the WW O&M Technician;
Supervises and performs intermittent cleaning/calibration of machinery and equipment including changing light bulbs, and panel indicator lights;
Supervises, plans, schedules, assigns and reviews work of assigned shift personnel;
Inspects facility for cleanliness and operational readiness;
Supervises, monitors, evaluates, troubleshoots and adjusts treatment plant equipment and machinery and processes;
Supervises and coordinates maintenance and repair activities with other team supervisors, planner/scheduler, central maintenance supervisor and other work units;
Supervises and participates in the collection and analysis of treatment processes and operational/maintenance logs for equipment;
Supervises and collects data related to the operations and maintenance of the work unit and prepares reports;
Supervises and assists in the design, development and implementation of capital projects;
Initiates facility emergency plans and procedures;
Orders equipment and supplies;
Assigns work, trains and evaluates assigned personnel.

KNOWLEDGE & SKILLS FOR WW O&M TECHNICIAN SUPERVISOR - LEVEL 1:

Knowledge of:

- all knowledge elements identified in the WW O&M Technician;
- supervising, evaluating and training assigned staff;
- regulatory permits for treatment facilities;
- Supervisory Control and Data Acquisition (SCADA) and HMI systems;
- principles of basic electronic and electrical trouble shooting and repairs;
- principles and practices of effective supervision;
- department emergency operating procedures;

- County procurement code, practices and procedures;
- principles of advanced computerized maintenance management systems;
- automated information system software applications such as Microsoft Office;
- department operating and capital costs/budgets.

Skill in:

- skills identified in the WW O&M Technician;
- supervising, training and evaluating assigned staff;
- reviewing and evaluating the work of others;
- reading and interpreting technical data;
- preparing technical and administrative reports;
- using SCADA and HMI systems to locate/obtain information, perform trending analysis and prepare reports;
- using automated information system software applications such as Microsoft Office;
- following up on work assignments of assigned staff to ensure completion.

Central Control Room (CCR) Team Supervisor Level 2: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the manager.)

Supervises and monitors the collection/conveyance system and other treatment plant operations;

Compiles data/information and prepares reports to management;

Utilizes the SCADA system to remotely operate equipment;

Supervises and assists in monitoring, evaluating and troubleshooting treatment plant and collection/conveyance system processes;

Initiates the implementation of emergency procedures;

Responds to requests for information/documentation from other County departments, local, state and federal agencies;

Responds to calls/complaints from the public.

KNOWLEDGE & SKILLS FOR CCR SUPERVISOR - Level 2:

Knowledge of:

- all knowledge elements identified in the WW O&M Technician Supervisor - Level 1;
- operation and maintenance of collection/conveyance system and wastewater treatment facilities;
- functionality and operability of SCADA equipment;
- department emergency operational procedures;
- principles of costing and budgeting;
- automated information system software applications such as Microsoft Office.

Skill in:

- all skills identified in the WW O&M Technician Supervisor - Level 1;
- effective computer use, including relevant computer software programs/applications such as Microsoft Office;
- utilizing GIS/Pima County Mapguide tools;
- operating SCADA equipment;
- reading and interpreting technical data;
- effectively communicating with the public, management and treatment plant staff.

WW O&M Technician-Supervisor - Level 3: (Work assignments will focus on process control and special projects assigned by the Assistant Plant Manager or Plant Manager.)

The position will be considered a Process Specialist.

Performs all duties and responsibilities of the WW O&M Technician Supervisor - Level 1 and Level 2;
Conducts safety meetings and monitors facility for hazards;
Supervises and analyzes lab results to ensure proper process control;
Troubleshoots process control to ensure permit compliance;
Supervises and coordinates assigned projects;
Supervises the collection of, and prepares, data and information pertaining to facility permits;
Provides field training to WW O&M Technicians and other WW O&M Technician Supervisors.

Knowledge of:

- principles and practices of effective supervision and conducting field/safety training;
- construction drawings, blue prints, as-built documents, schematics and drawing symbols;
- permits issued to the specific wastewater treatment facility including: APP, AZPDES, reclaim & reuse, biosolids, air quality and Storm Water;
- Clean Water Act;
- process control for wastewater treatment facilities;
- process logic control;
- instrument control loops;
- project management;
- fiscal expenditure reports;
- principles of costing and budgeting;
- automated information system software applications such as Microsoft Office and Visio.

Skill in:

- supervising, evaluating and training assigned staff;
- recognizing hazards and effectively disseminating safety procedures;
- field training other O&M staff in process control;
- report writing;
- utilizing mass balance techniques;
- solids handling: sludge concentration, anaerobic digestion, etc.;
- determining sludge age, utilizing the Sludge Volume Index (SVI);
- initial budget development;
- effective computer use, including relevant computer software programs/applications such as Microsoft Office and Visio.

MINIMUM QUALIFICATIONS:

Possess a current Arizona Department of Environmental Quality (ADEQ) Grade 3 (or higher) Wastewater Treatment Plant Operator Certification and five years of wastewater plant operating and maintenance experience in an advanced tertiary-level facility or other comparable industrial/process equipment operation and maintenance.

(Possession of a PCRWRD Operations 2 (O2) and Maintenance 2 (M2) certifications may substitute for the requisite five years of experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Grade 3 Wastewater Treatment Plant Operator certification at the time of appointment. All positions require a valid Arizona Class D driver license at the time of application. Some positions may require a valid Arizona Class B commercial driver license (CDL) at the time of appointment or prior to completion of initial/promotion probation. All positions require possession of a PCRWRD Operations 3 (O3) certification within one year of entering into the position. All positions require possession of a PCRWRD Operations 2 (O2) and Maintenance 2 (M2) certification in order to advance to Level 2 or 3. Failure to obtain/maintain required certification/licensure shall be grounds for termination.

Special Notice Items: Some positions may carry the risk of exposure to infectious disease, asbestos or wastewater and sewage products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: All positions require the ability to lift up to seventy-five pounds for brief periods. Some positions require the ability to enter and work in confined spaces, which may require the proper wearing of individual safety and personal protective equipment.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.