

**TAHOE-TRUCKEE SANITATION AGENCY**  
**Class Specification**

**Job Title: Operations Shift Supervisor**

**Department: Operations Department**

**FLSA Status: NON EXEMPT**

**Revised as of: 08/2021**

**DEFINITION**

Oversees and supervises assigned shifts of the wastewater treatment process within the Operations Department; assists with implementation of projects; ensures the Agency is in compliance with all regulatory requirements; and performs a variety of technical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

The Operations Shift Supervisor level recognizes positions that perform full supervisory responsibilities including planning, assigning and evaluating the work of subordinates and responsibility for independently making decisions related to functional activities of the Operations Department, and independently performing the full range of duties.

**SUPERVISION RECEIVED AND EXERCISED**

Reports directly to, and receives general direction from the Operations Supervisor, or designee. Exercises direct supervision over assigned technical personnel.

**EXAMPLES OF DUTIES:** *the duties specified below are representative of the range of duties assigned to this class, and are not intended to be an inclusive list.*

- Implements goals and objectives; establishes schedules and methods for the wastewater treatment operations and processes; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in wastewater treatment process operations for an assigned shift.
- Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.
- Recommends the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.
- Provides training to operators in wastewater treatment processes, operational tasks, and related equipment such as pumps, boilers, chlorine gas disinfection process, power generators, and related equipment.
- Provides training and monitoring on chemical processing such as storage, condition, dosage and use; ensures staff use proper personal protection equipment when required; provides on-scene management and emergency response when needed.

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- Oversees staff and operations on an assigned shift; troubleshoots problems and unusual situations; assists in planning, prioritizing and implementing special projects.
- Monitors the Operators taking the plant off and back on line; ensures SOP's (Standard Operating Procedures) and all other requirements are met and followed.
- Ensures compliance with all regulatory requirements; monitors operations to determine efficiency and effectiveness of plant processes; prepares documentation as assigned.
- Performs operational tasks, when needed; operates pumps and equipment; collects samples; enters and retrieves information and monitors processes; operates, repairs or cleans equipment; interprets data; puts equipment in and out of service.
- Performs and oversees staff collecting, processing and performing laboratory tests, in accordance with Agency Quality Assurance Manual, including retrieving wastewater sludge and/or dry samples.
- Adheres to and oversees compliance with all safety policies and procedures; oversees receipt of, storage and use of chemicals including maintaining inventory and ordering.
- Performs confined space entries to inspect tanks and other spaces.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.
- Assumes the role of Operator as needed.
- Answers questions and provides information to the public; investigates complaints from public and recommends corrective action as necessary to resolve complaints.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of wastewater treatment operations and processes and the methods of evaluating treatment results.
- Equipment, tools and materials used in wastewater treatment operations and processes.
- Methods and procedures of mathematics, biology, chemistry, biochemistry and sampling procedures and laboratory techniques related to area of assignment.
- Procedures, methods, tools, and equipment related to plant safety, including methods and procedures used in emergency settings.
- Analyze and prepare technical reports and related documents.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of safety management and emergency response, including confined space entry.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.

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- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices and Standard Operating Procedures.
- Principles and practices of customer service.

### **Ability to:**

- Oversee and supervise assigned shifts of the wastewater treatment operations process; assist to implement projects.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and provide input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Ensure requirements are met and that the Agency is in compliance with all regulatory requirements.
- Interpret and explain pertinent operational and department policies and procedures.
- Develop and recommend policies and procedures related to assigned operations.
- Safely operate a variety of manual and mechanized tools and equipment, including forklift and skid loader, as needed.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work an assigned shift on a rotating basis.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

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### **Experience and Education:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience:**

Five years of increasingly responsible journey level wastewater operations experience; and one year providing technical and/or functional supervision over assigned staff.

### **Education:**

Equivalent to the completion of the twelfth grade with emphasis on, or supplemented by, course work in mathematics and chemistry or a related field.

## **SPECIAL QUALIFICATIONS**

### **License and Certificate:**

Possession of a valid California or Nevada Class C Driver License desirable.

Possession of a Wastewater Treatment Operator Grade III Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification within six months of appointment.

Possession, or ability to obtain of a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

## **PHYSICAL REQUIREMENTS**

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, control rooms, laboratory or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk or table in a control room, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach elevated platforms, equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

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Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

**WORKING/ENVIRONMENTAL CONDITIONS**

Work is performed in both indoor and outdoor environments with exposure to confined spaces and all weather conditions. This assignment includes working on or operating equipment and working on elevated platforms. Works a flexible, rotating schedule and/or shifts in order to accommodate a 24-hour, 7 day per week operation, to include weekends and holidays, as well as overtime work.