

SHIFT SUPERINTENDENT WASTEWATER TREATMENT
CLASS CODE 7242

Task List – 2020

JOB KNOWLEDGE

1. Supervises, directs, and coordinates all operating activities of a wastewater treatment, tertiary treatment, and/or water reclamation plants on an assigned shift in accordance with established policies and orders in order to ensure proper operations in the plants.
2. Instructs employees through instructor lead training and regular safety meetings and enforces safety practices procedures related to wastewater treatment and water reclamation plant operations in order to ensure a safe work environment.
3. Advises the Wastewater Treatment Plant Manager via email and/or phone of any possible problems that could be developing in the operating sections in order to minimize potential issues and provide solutions before the situation escalates.
4. Insures that standard and special operating instructions and procedures are followed during operation by delegating shift instructions to Senior Wastewater Treatment Operators for Wastewater Operators to complete in order to ensure proper operations in the plants.
5. Writes, with other Senior Operators, to create the operating manuals known as the Standard Operating Procedures (SOP) for the various operating sections in order to provide a clearly defined structure and procedure for the different units in the wastewater treatment facility and water reclamation division.
6. Prepares and approves maintenance work orders by completing a work order request for treatment equipment and facilities that have just broken down or are about to break down in order to ensure continued operations at the wastewater treatment and water reclamation facilities.
7. Acts as the principle management representative between the public and the division in the absence of the Wastewater Treatment Plant Manager in order to ensure compliance with all operating permits assigned to the wastewater treatment plants.

SAFETY FOCUS

8. Coordinates with on-site engineering support and contractors for emergency repairs to critical process equipment, shut down and switching of plant utility and auxiliary support systems in order to ensure continuous plant operations.
9. Coordinates and/or implements the established procedures of the Emergency Response Plan in the event of major equipment failure, natural disasters, and chemical spills in order to ensure safety, public health and environment.
10. Ensures that notifications are made to all regulatory agencies, government bodies and water reclamation customers when product water is off-specification or delivery is interrupted because of equipment breakdown or maintenance by following the established communications protocols that is part of the Standard Operating Procedures at each wastewater plant.

SUPERVISION

11. Prepares, supervises and/or delegates to the Senior Wastewater Operators the maintenance of the shift log by updating any deviation of time based on employee requests of scheduled time off or reported illness on an excel sheet to ensure that adequate staffing coverage is available for all areas of the plant.
12. Assigns priorities for maintenance work by oral and written communication, which needs to be performed on wastewater treatment equipment and checks to see that the maintenance section has adequately done the work in order to ensure the continued smooth operations of the wastewater treatment and water reclamation facility.
13. Facilitates the preparation and production of training materials and documents to ensure that all operation staff are properly trained on duties and various station post duties.

PROCESS IMPROVEMENT

14. Recommends methods of improving the plant's performance by studying current processes trends and discuss with plant management ways to implement corrective measures or new technologies in order to optimize treatment quality and plant performance.

Reviewed on 03/03/20 by SEAs.

Updated at 03/03/2020 SEA Mtg- MQuirante