

**AGENDA
ITEM**

3



CITY COUNCIL AGENDA STAFF REPORT

DATE: August 21, 2024
TO: Mayor and City Council
APPROVED BY: Juan Contreras, Acting City Manager *JBC*
PREPARED BY: Denise Garcia, H.R./R.M. Manager *Denise Garcia*
SUBJECT: **Approval of the Revised Job Description for Wastewater Systems Supervisor**

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Recommendation:

Approve the attached revised job description for the position of Wastewater System Supervisor.

Background:

Staff needs to begin recruitment to fill the Wastewater System Supervisor position left vacant by the former Supervisor who retired. Previously the position only required a Grade III certification with the State of California State Water Resources Control Board and 2 years of experience at that level. However, due to the Wastewater Treatment Plant Expansion and Upgrade project, the City's Wastewater Treatment Plant (WWTP) will increase capacity, and a classification level of IV is necessary. The revised job description reflects that qualified applicants must hold the required grade level certification. Duties and essential functions are not affected.

Discussion and Analysis:

The City allocated one (1) full time permanent Wastewater System Supervisor position for the fiscal year of 2024/25. An approved job description must be approved prior to the recruitment and/or hiring process being initiated for the Wastewater System Supervisor position. This allows Administration to set qualifications and ongoing performance measures prior to hiring.

Fiscal Impact:

None.

Coordinated With:

Supervisors Union Representatives

Attachment(s):

1. Exhibit A Wastewater Systems Supervisor Job Description

ATTACHMENT NO. 1



CITY OF CALEXICO

CLASS TITLE: WASTEWATER SYSTEM SUPERVISOR

HOURLY: \$38.18 - \$51.17

BASIC FUNCTION:

Under the direction of the Public Works Director, organize, direct and maintain the operations and activities involved in the City wastewater collection and treatment system. Organize, direct, maintain and participate in the maintenance, servicing and repair of lift stations and waste water treatment facilities; inspect, maintain and repair City sewer and waste water systems, lines and equipment; monitor, adjust and test the waste water quality within the City's waste water treatment facilities; monitor and maintain quality levels according to established guidelines; inspect, maintain and repair related equipment and systems; train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the operations and activities, serve as chief operator of collection and treatment plant operations; oversee and assure smooth and efficient plant and collection operations, sewage system functioning, maintenance, repairs, sample collections, laboratory functions, maintenance, repairs, sample collections and work activities; assure safe and proper functioning of wastewater systems and equipment and work activities.

Perform specialized work involved in the maintenance, servicing and repair of lift stations and waste water treatment facilities; assure safe and proper functioning of waste water and sewage systems, lines, facilities and equipment; troubleshoot and diagnose problems and malfunctions, adjust and test wastewater quality within the City's waste water treatment facilities; maintain quality levels according to established guidelines; inspect waste water plant facilities to assure compliance with established requirements and regulations.

Train and evaluate the performance of assigned staff; interview employees and recommend hires, transfers, reassignment, termination, and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established guidelines and procedures.

Oversee and participate in the inspection and repair of ultraviolet system; operate, inspect and maintain sewage and storm water pump stations; activate and monitor pump stations to assure proper operations; lubricate equipment as needed; clean and prepare drying beds, operate, inspect and maintain sewage and storm water pump stations by activating and monitoring pumps; monitor waste water plant equipment and review quality control records to assure safe and sanitary operations; identify and coordinate response to waste water quality and treatment problems.

Lead and participate in the maintenance and repair of City storm drain, sewer and waste water systems, lines and equipment; maintain process control and perform visual inspections of the waste water treatment plant; perform preventive maintenance on plant processing equipment; maintain facilities in a clean and sanitary condition; pressure wash, hose down and steam clean equipment; inspect equipment and perform preventive maintenance; maintain proper and uninterrupted sewage flow of sewage to the waste water treatment plant.

Inspect, clean, flush, unplug and remove obstructions from sewer and storm drain lines; clean, maintain and service storm drains and pump stations; repair or replace gauges, pumps, filters, valves, controls, pipes, fittings and various other fixtures, parts, and equipment; repair mechanical and electrical equipment. Troubleshoot and diagnose wastewater facility, system and equipment problems and malfunctions; repair or replace gauges, pumps, filters and various other controls, parts, and equipment as necessary; diagnose and resolve electrical and mechanical problems.

Compile information and data and prepare and maintain a variety of records, reports and files related to inspections, maintenance, work orders, schedules, compliance and assigned activities; prepare mandated daily, monthly, and annual reports; prepare work orders as needed.

Operate a variety of equipment including desiccators, IMHOF cone supports, meters, thermometers, balances, fume hoods, backhoes, dump trucks and hand and power tools.

Drive dump trucks and other vehicles to haul and transport equipment, supplies, and materials to and from project locations.

Serve as a liaison concerning assigned maintenance functions and coordinate related communications, information and projects between other departments, personnel, vendors, outside organizations, and the public; investigate and resolve maintenance-related complaints and conflicts.

Prepare and maintain a variety of records, reports and files related to collection systems, lift stations, treatment and assigned activities.

Collect, transport, and distribute wastewater samples in accordance with established requirements and procedures; test samples and compile and evaluate wastewater treatment data.

Communicate with City personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Estimate and assure adequate labor, equipment and material levels to meet project needs; work from sketches, diagrams, schematics and manuals.

Maintain plant and other assigned areas in a safe, clean, and orderly condition.

Perform emergency maintenance work and assist other maintenance crews as assigned.

Assist in the development and preparation of the annual preliminary budget for assigned maintenance functions; review and evaluate budgetary and financial data; recommend purchases in

accordance with established limitations.

Supervise and participate in the operation of a variety of heavy and light equipment including skip loaders, backhoes, trenchers, forklifts and various hand and power tools; assure equipment is operated and maintained in safe and proper working order; drive a vehicle to conduct work.

Operate a computer and assigned software.

Attend and conduct safety, staff and other meetings as assigned.

Remain on stand-by as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the maintenance, servicing and repair of lift stations and wastewater treatment facilities.

Practices, procedures, methods, and materials involved in the installation, cleaning, maintenance and repair of wastewater and sewer lines, systems, and equipment.

Mechanical and piping systems including valves, line-ups, gauges, and meters.

Proper operations of wastewater treatment plant equipment and instruments.

Requirements of maintaining wastewater treatment plant and related facilities in safe and proper working conditions.

Principles and practices of supervision and training.

Technical aspects of field specialty.

Oral and written communication skills.

Health and safety regulations and procedures.

Operation of hand and power tools and equipment.

Interpersonal skills using tact, courtesy, and diplomacy.

Proper lifting techniques.

Basic record-keeping techniques.

ABILITY TO:

Organize, direct, and participate in the maintenance, servicing and repair of lift stations and wastewater treatment facilities.

Inspect, maintain, and repair City sewer and wastewater systems, lines, and equipment.

Train and evaluate the performance of assigned personnel.

Assure safe and proper functioning of wastewater and sewage systems, lines, facilities, and equipment.

Troubleshoot and diagnose problems and malfunctions.

Operate, inspect, and maintain sewage and storm water pump stations.

Identify and coordinate response to wastewater quality and treatment problems.

Observe health and safety regulations and procedures.

Operate a variety of heavy and light equipment including various hand and power tools.
Work independently with little direction.
Plan and organize work.
Perform heavy physical labor.
Prepare and maintain a variety of records and reports.
Work from sketches, diagrams, schematics, and manuals.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work related to waste water and water treatment and two years experience at the level of a Wastewater Treatment Plant Operator Grade IV. One year of supervisory experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Collection System Maintenance Grade IV certification.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Adverse weather conditions.
Regular exposure to fumes and odors.
Driving a vehicle to conduct work.
Evening or variable hours and emergency call-out.

PHYSICAL DEMANDS:

Standing and sitting for extended periods of time.
Climbing ladders to inspect equipment.
Dexterity of hands to operate assigned tools and vehicles.
Hearing and speaking to exchange information.
Heavy physical labor.
Seeing to perform repairs.
Lifting, carrying, pushing, or pulling moderately heavy objects as assigned by the position.
Bending at the waist, kneeling, or crouching.

HAZARDS:

Working around machinery having moving parts.
Working at heights.
Working in confined spaces.
Exposure to methane gas, vapors, and odors.
Contact with raw sewage and associated toxic fumes.
Infectious materials from wastewater.