



BODEGA BAY PUBLIC UTILITY DISTRICT

P.O. BOX 70 • 265 DORAN PARK ROAD • BODEGA BAY, CALIFORNIA 94923 TELEPHONE 707-875-3332

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OPERATIONS SUPERVISOR

Operations Supervisor Definition/Summary

Under administrative direction from the General Manager, the Operations Supervisor, plans, organizes, and supervises the work of District personnel assigned to the water and wastewater systems.

Operations Supervisor Essential Functions

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Plans, organizes, and supervises the work of staff assigned to the water and wastewater systems.
- Establishes work schedules for 24 hour operations.
- Assumes responsibility for plant operating logs and the development of required operating reports.
- Provides consultation and input for the planning and development of new plant facilities.
- Ensures the maintenance of an adequate inventory of chemicals and supplies for plant operations.
- Develops plans and procedures for the operation and maintenance of equipment and machinery.
- Maintains a variety of files and records.
- Directs the proper conduct of standardized water and wastewater quality control tests.
- Works as a Plant Operator as needed.
- Assists with development and administration of annual operations budget.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Supervises and coordinates computerized radio telemetry alarm system, and plant SCADA systems.

Operations Supervisor Other Duties

- Reviews operator time reports for proper allocation of time and approves them.
- Holds periodic staff meetings and instructs staff in proper safety procedures.
- Represents District water and wastewater system functions with the public, contractors, and representatives of other government agencies.
- Performs related duties as assigned.

Operations Supervisor Job Standards/Specifications

Knowledge Of:

- Operating principles, methods, materials, and equipment used in water and wastewater systems.
- Repairs, maintenance, and adjustment of water and wastewater system equipment.
- Chemical and quality testing of water and wastewater.
- Laws, regulations, and ordinances applicable to water and wastewater systems.
- Budget preparation and fiscal controls.
- Proper work safety standards.
- Principles of employee training and supervision.

Ability To:

- Plan, organize, direct, and supervise the operation, maintenance, and repair of water and wastewater systems.
- Oversee the proper conduct and interpretation of standard water and wastewater quality testing.
- Provide supervision, training, and work evaluations for assigned staff.
- Read plant measurement and recording equipment, interpreting results to make adjustments to operations.
- Use proper safety precautions in working with plant chemicals.
- Read and interpret plans, diagrams, blueprints, and plant piping and distribution diagrams.
- Develop information and prepare reports.
- Effectively represent District with the public, contractors, and other organizations.
- Work weekdays, weekends, holidays and standby.
- Pass pre-employment physical and background check.

Operations Supervisor Desirable Qualifications

AA/AS or BA/BS desirable.

A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible experience in water and wastewater system maintenance and operations work with at least one year in a supervisory capacity or any combination of education, training and experience that would provide an opportunity to acquire the knowledge, skills and abilities listed above.

Operations Supervisor License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Requires ability to maintain updated safety knowledge and/or certification in MSDS, HAZMAT handling and respiratory protection requirements.

General Certifications: Possession of a Grade III Wastewater Treatment Plant Certificate issued by the California State Water Resources Control Board, a Grade III Water Operator Certificate issued by the California State Department of Public Health, a Grade III Water Distribution Certificate issued by the California State Department of Public Health, a Grade 1 Collection System Maintenance Certificate issued by the California Water Environment Association, valid CPR and First Aid Certification is required. Must possess and maintain the appropriate certification as required by the California State Health Department and the California State Water Resources Control Board. Certification(s) need to be finished and obtained either at date of hire or within an acceptable period of time, not to exceed eighteen (18) months from hire. Such as: CalOSHA Safety Certification, etc.

Typical Physical Activities

- Travels by automobile in conducting District business.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs and walks on uneven terrain.
- Works in an environment with exposure to dust, dirt, chemicals and significant temperature changes between cold and heat.
- Communicates orally with District Board of Directors, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above ground.
3. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
4. Noise: Occasionally there are unusually loud sounds.
5. Slippery surfaces: Occasional work on unusually slippery surfaces.
6. Oil: Some parts of the body in contact with oil or grease occasionally.
7. Dust: Works in or around areas with minor amounts of dust.
8. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Compensation: Starting @ \$37.62 / hr.

Opening Date: March 19, 2021

Closing Date: Open until filled.

Application must be received at the District office, 265 Doran Park Road, Bodega Bay, or PO Box 70, Bodega Bay, CA 94923, or emailed to j.ames@bodegabaypud.com

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.