

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION**

Classification Title:	<u>PLANT OPERATIONS SUPERVISOR</u>		
Bargaining Unit:	<u>03-Supervisors Association</u>		
Class Code: <u>519</u>	Grade: <u>58</u>	EEOC Category: <u>1</u>	Overtime Exempt: <u>Y</u>
Typical Career Progression:	<u>Plant Operations Supv. / Plant Operator / Operator III</u> <u>Operator II / Operator I /</u> <u>/ /</u>		
Group:	<u>Water System Operations / /</u> <u>/ /</u>		
Reports to:	<u>Assistant Operations and Maintenance Manager /</u> <u>/</u> <u>/</u>		

JOB SUMMARY

Supervise the operations activities of one or more water filtration plants, associated distribution systems, and/or power generation plants to meet Metropolitan water quality and supply standards in an environmentally and economically responsible and safe manner. Coordinate all maintenance activities relating to area of responsibility.

ESSENTIAL FUNCTIONS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Supervise treatment plant and distribution operational activities directly related to the water treatment and distribution process to ensure that the plant operates in accordance with state and federal health rules and regulations for a public water system. Review operational methods within current procedures and guidelines and implement modifications as required.
2. Coordinate plant maintenance activities with other supervisors to avoid unplanned outages and maintain employee safety. Ensure that proper outage requests and switching and valving instructions are completed and communicated to other areas.
3. Meet with Metropolitan engineering staff to provide input from an operational perspective on expansions, modifications, enhancements, and/or problems related to operational equipment.
4. Requisition materials, chemicals, equipment, and supplies necessary to treat and meet water quality standards. Supervise changes of chemical feeds, operational equipment, and the implementation of new treatment techniques to ensure compliance with all regulations involving water quality parameters.

**Metropolitan Water District of Southern California
Plant Operations Supervisor**

5. Supervise the operation of wastewater and sludge handling systems to ensure proper treatment and disposal in a cost-effective manner.
6. Assist in the supervision of staff including selecting employees, assigning work, providing training and development evaluating performance, and building a motivated, effective team to ensure that organizational, goals for diversity, career development, productivity, performance management, and employee involvement are met.
7. Perform administrative activities including completing timesheets; preparing reports on monthly activities and statistics, chemicals received and used, preliminary cost estimates, and daily and monthly plant and distribution flows; and conducting periodic reviews and revisions of operations manuals.
8. Implement and monitor safety training and monitoring programs and safety procedures to ensure compliance with state and Metropolitan requirements for water treatment operators. Review and revise policies and procedures, as required, to maintain workforce health and safety and compliance with Environmental Compliance Division guidelines.
9. Serve as an Incident Commander in the Metropolitan Emergency Response Program to ensure that chemical and hazardous material spills are handled in accordance with state and federal regulations. Serve on 24-hour call and respond to treatment plant and distribution emergencies to resolve the emergency efficiently and safely and to ensure proper notification and documentation.
10. Perform other related duties as required.
11. Coordinate and assist in tours with representatives of member agencies, governmental agencies, and the public in order to enhance mutually positive working relationships with external entities.

MINIMUM QUALIFICATIONS

Education and Experience:

- A combination of education and experience in water treatment or distribution systems operations totaling 6 years, 1 year of which must have been at the supervisory or lead level.

LICENSES/CERTIFICATION REQUIRED

- Grade V Water Treatment Operator license issued by the State of California
- Water Distribution Certification
- Valid driver's license from state of residency equivalent to California Class C

**Metropolitan Water District of Southern California
Plant Operations Supervisor**

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of (B/basic; J/journey; E/expert):

- Water treatment regulations, processes, and procedures in a water treatment system (E)
- Water quality regulations (J)
- Management/supervisory concepts and techniques (B)
- Emergency response policies and procedures (J)
- Environmental regulations relevant to water treatment and distribution (B)
- Safety practices and procedures (J)
- Automated treatment plant control systems (J)

Skill and ability to:

- Manage a diverse workforce
- Interpret water quality abnormalities and identify appropriate treatment alternatives
- Perform control systems functions
- Prepare a variety of administrative and technical documents and reports
- Read and interpret diagrams and/or construction blueprints
- Conduct problem-solving related to water treatment and distribution problems and irregularities
- Perform treatment process control analyses
- Travel to various and remote sites within Metropolitan's service areas

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Water quality standards
- Regulatory compliance
- Productivity measures for plant, equipment and employee performance
- Internal and cross-functional teamwork
- Safety of the area plant and equipment
- Safety of employees
- Coordination of maintenance activities
- Mutually beneficial working relationships with external regulatory and governmental agencies
- Employee development to meet agency near- and mid-term needs

**Metropolitan Water District of Southern California
Plant Operations Supervisor**

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

- Small work group of approximately 10 to 20 employees

Project management examples:

- Coordinate with other divisions to eliminate unscheduled shutdowns or existing plant disruptions during ongoing or future expansion projects.