

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

05/17/05  
Revised

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**TITLE: WASTEWATER OPERATIONS SUPERINTENDENT**

**DEFINITION**

Under general direction, to plan, coordinate, supervise and review the activities involved in the operation, maintenance and repair of the wastewater treatment plant and related facilities; to provide technical staff assistance; and to do related work as required.

**REPORTS TO:** Wastewater Operations Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Wastewater Operations Manager. Exercises general supervision over professionals, para-professionals, technical and administrative support staff as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following (Depending on level of assignment):

- Ensure compliance with the Federal Clean Water Act, National Pollutant Discharge Elimination System and the Air Quality Management Department's permit requirements.
- Assist in the Department's development and implementation of goals, objectives, policies and priorities.
- Organize, schedule, assign, supervise and coordinate directly and through subordinate supervisors the operation of the wastewater system and facility.
- Participate in conferences regarding projects and operational problems.
- Review project plans and drawings to make recommendations based on field observation and operational problems.
- Inspect plant processes and provide technical advice and assistance on process control problems.
- Supervise time, material, daily log and reporting records.
- Approve requisitions for supplies and materials.
- Recommend the purchase of equipment and assist in the development of specifications.
- Check wastewater system facilities for needed maintenance and repair.
- Assist in budget preparation and administration.
- Prepare cost estimates for wastewater system construction, operation and maintenance activities.
- Select, supervise, train and evaluate subordinates.

## QUALIFICATIONS

### Knowledge of:

- Methods, practices, materials and equipment used in the construction, operation and/or maintenance and repair of wastewater systems.
- Location and general characteristics of wastewater systems.
- Occupational hazards and standard safety precautions related to the work assigned.
- Wastewater treatment processes.
- Computer databases related to Supervisor Control and Data Acquisition (SCADA) and Work Order Management System (WOMS).
- Use of telemetry and computer operations in wastewater pumping, treatment and distribution.
- Principles and practices of wastewater system construction, operation, maintenance and repair.
- Principles of organization, administration, budget and personnel management.

### Ability to:

- Schedule work in a manner most conducive to the efficient operation of the wastewater system.
- Interpret complex database applications related to SCADA and WOMS.
- Prepare reports and maintain record systems.
- Work under emergency conditions and respond to call anytime during a 24-hour period.
- Select, supervise, train and evaluate subordinates.

### Education and Experience:

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

Education: Equivalent to the completion of the twelfth grade.

Experience: Three years supervisory experience in the operation and maintenance of a Class IV or V Wastewater Treatment Plant.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of an active Grade V Certificate issued from the California State Water Resources Control Board.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Wastewater Operations Superintendent

**TO:** Wastewater Operations Manager