

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Water and Sewage Plant Supervisor	OFFICE/BRANCH/SECTION D10/Maintenance	
WORKING TITLE Wastewater Operator	POSITION NUMBER 910-610-6723-XXX	REVISION DATE 10/19/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under general direction of a Maintenance Manager I, the Water and Sewage Plant Supervisor is responsible for the operation of multiple wastewater treatment systems, to maintain and repair rest area wastewater treatment equipment; to maintain order to protect and maintain the safety of persons and property; and to do other related work.

CORE COMPETENCIES:

As a Water and Sewage Plant Supervisor, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Advance Equity and Livability in all Communities - Equity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Advance Equity and Livability in all Communities - Pride)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence - Engagement)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Innovation)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Advance Equity and Livability in all Communities - Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence - Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety First - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Maintain and repair wastewater treatment equipment; direct the taking of daily water treatment tests and make involved analyses; interpret tests and determine necessary dosage and treatment processes; perform the cleaning, painting and upkeep of equipment; adjust and repair mechanical equipment such as pumps, chlorinators, metering devices, and backflow prevention assemblies; operate or direct operation of various mechanical equipment such as emergency generators; perform minor plumbing duties in connection with water systems. Make repairs, file reports, and conduct tests according to California Water Boards State Water Resources Control Board (SWRCB), rules and regulations, and communicate results and findings to Plant Operations Managers and Supervisors.

ADA Notice

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25%	E	Perform necessary tests and analyze data to ensure the plant is running by regulations, policy and procedures. Operation, inspection, maintenance and repairs of all water and/or wastewater systems per California Code of Regulations Title 22 and Title 23, including piping, pumps, ponds, sprayfields, leach fields and storage used in conjunction with water and sewer systems. Daily test conducted on water and sewage in various stages of treatment.
25%	E	Prepare daily logs and required reports. Occasionally assist plumbers and other various maintenance personnel with projects and repairs.
5%	M	Performs routine checks of the rest areas.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Water, sewage and other mechanical systems and equipment, and methods, materials and tools used in the operation, maintenance, and repair of such equipment; principles of water and sewage treatment. Knowledge of water code sections 13267 and 13268.

It is desirable for candidate to have a valid grade 3 or higher waste water operator certificate and a grade 2 or higher water distribution operator certificate (not a water treatment cert).

Must have the ability to read, write, and follow oral and written directions in English at a level required for successful job performance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly operate, service, or maintain equipment and cause excessive repair costs, loss of equipment, and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crew members. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

PUBLIC AND INTERNAL CONTACTS

Will work with many stakeholders including but not limited to, general public, consultants, contractors, laboratory associates, CHP vendors and various Caltrans employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such CAL/OSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment.

The incumbent will be required to bend, stoop, climb, kneel, reach, push, pull, stand, sit and operate equipment for long periods of time. Must have the ability to lift and move heavy objects. Must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and acknowledge the various responds. The incumbent must be able to work alone and with others.

WORK ENVIRONMENT

May be required to work nights, weekends and/or holidays in support of emergency incidents. Maintains the Arduous Fitness Standard in accordance with Department policy. Will work in in-climate weather.

May be exposed to and work in loud noise, dust, chemicals, extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. Will be required to wear all personal protective equipment and follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays, overtime, and be able to respond to after-hour emergencies.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE