

City of South San Francisco
Human Resources Department

Technical Services Supervisor
Class Description

Definition

Under direction, supervises all aspects of the operations of the water quality control plant's laboratory and environmental compliance programs, and does related work as required.

Distinguishing Characteristics

This class is distinguished from all other technical-level classifications through its responsibility for the supervision of treatment plant laboratory and environmental compliance programs., It is distinguished from the next higher classification of Assistant Plant Superintendent in that the latter manages all plant activities.

Typical and Important Duties

1. Plans, organizes and implements programs relating to laboratory analyses and environmental compliance, including pretreatment, pollution prevention and stormwater management.
2. Supervises staff including: scheduling and prioritizing work; training; approval of time off; employee evaluations; and providing effective input on hiring, disciplinary and other personnel matters.
3. Insures compliance with safety rules, applicable local, State and Federal regulations and City policies; prepares attendant reports; and maintains records.
4. Assesses the effectiveness of programs and recommends, or directly implements, changes and new policies or procedures.
5. Prepares and monitors program budgets.
6. Makes computations of sewer connection fees and other subjects.
7. Maintains liaison with other Department divisions and with other departments and agencies.
8. Serves as the plant, Department or City representative on committees and in interagency groups.
9. As needed, conducts analyses and makes inspections.

Job-related Qualifications

Knowledge of:

- The principles, methods, and techniques of wastewater treatment.
- General concepts and principles of industrial waste discharge and stormwater management.
- Laws and regulations governing assigned programs.
- Chemical, bacteriological, physical, and biological analysis.
- Techniques and terminology used in chemical and related laboratory tasks.
- Care and use of laboratory equipment.

- Principles of management, supervision, training, and employee relations.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.

Ability to:

- Effectively manage all aspects of assigned programs.
- Assign, direct, review, train and evaluate the work of staff
- Acquire a thorough knowledge of applicable laws, regulations and City policies; and interpret and explain same.
- Develop, present and administer program budgets.
- Communicate effectively in writing and verbally.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction.
- Represent the City and the Department effectively in contacts with representatives of other agencies, City departments and the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Take a proactive approach to customer service issues.
- Make process improvement changes.
- As necessary, perform chemical, bacteriological, and related laboratory analyses; and conduct field inspections.
- Insure compliance with plant and field safety rules.
- Keep accurate records and prepare required reports.

Skill in:

- Using personal computers and associated applications.
- Using Microsoft Windows, NT, Word, Excel, PowerPoint, Access, and other software used to file reports with regulatory agencies electronically.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years of progressively responsible experience in a chemical, bacteriological, biological, or biochemical laboratory of which three years must be in a wastewater laboratory and one year with supervisory or lead duties. Additional experience in a pretreatment or stormwater program is highly desirable.

Education: A Bachelor's Degree from an accredited college or university with major coursework in chemistry, microbiology, biology or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Possession of a California Water Environment Association Laboratory Analyst Grade III Certificate.
- Possession of, or ability to obtain, a California Water Environment Association Laboratory Analyst Grade IV Certificate within the probationary period. Successful completion of probationary period contingent upon obtaining a CWEA Laboratory Analyst Grade IV Certificate.
- Possession of, or ability to obtain within one year of employment, a California Water Environment Association Grade 2 Environmental Compliance Inspector Certificate. A Grade 3 Certificate may be required after a prescribed period depending upon operational needs.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 35 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; smell to distinguish odors.

Work Environment: Mobility to work in a typical office setting or laboratory environment; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights, and holidays; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for unusual hours in emergencies; available for evening meetings.

Approved:	July 1995
Revised Date:	July 1, 2006, May 2002, December 2002, June 2003
Former Titles:	Laboratory Supervisor; Environmental Compliance Coordinator
Abolished:	
Bargaining Unit:	Mid-management
ADA Review:	
DOT:	No
Physical:	Class C
Status:	Classified/Exempt
EEOC Category:	EF13\EJ2
Job Code:	M220

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. MWE
5. MWE
6. SDE
7. SDE
8. SDE
9. SDE
10. OAE
11. OAE
12. OAE
13. OAE
14. MAE
15. SDE
16. SDE
17. SDE
18. OAE