

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PUMP STATION OPERATIONS SUPERVISOR

DEFINITION:

Under direction, to plan, assign and supervise skilled and unskilled operators and other staff responsible for the operation and maintenance of pump stations in a complex wastewater collection system; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the first level supervisor classification in the Pump Station Operator series.

* EXAMPLES OF DUTIES:

- At major pump stations, plans, assigns, and supervises the work of staff who operate, inspect and clean pumps, motors, mechanical screening devices, chemical feeders, filters, valves and other related equipment.
- Coordinates operation and maintenance schedules with major repair requirements;
- Ensures adherence to all safety regulations and procedures;
- Develops and implements a comprehensive training program for each position supervised;
- Selects, trains and evaluates the performance of subordinates;
- Keeps logs and reports of operations and prepares reports;
- Receives, investigates and resolves administrative and operational problems, complaints, emergencies and accidents;
- Performs other related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience at the level of Pump Station Operator operating, maintaining and repairing mechanical equipment and control systems at a pump station in a complex wastewater collection system; **OR** an accredited certificate equivalent to a Grade III Water Treatment Operator certificate issued by the California State Department of Health Services, Grade III Water Distribution Operator certificate from the American Water Works Association, **OR** Grade II Wastewater Treatment Plant Operator certificate issued by the California Water Resources Control Board.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.