

# Memorandum

**TO:** Civil Service Commission

**FROM:** Alex Gurza

**SUBJECT: AMENDMENTS TO THE CLASSIFICATION PLAN**

**DATE:** June 26, 2012

Section 3.04.520 of the Civil Service Rules states that when the Director of Human Resources revises or amends the City's classification plan, he/she shall file a written copy of each revision with the Commission at or before the next regular meeting of the Commission. Following are the revisions to the classification plan that have been made since the last meeting of the Commission.

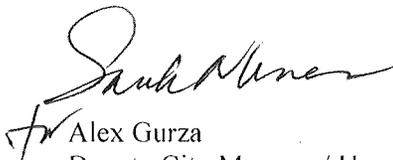
**1. Revisions of Class Specifications**

- a. Plant Operator I/II/III (3612/3652/3653)
- b. Senior Plant Operator I/II (3613/3655)
- c. Plant Shift Supervisor I/II (3614/3618)
- d. Plant Assistant Operations Manager I/II (3617/3619)

**2. Reallocations of Positions**

The following reallocations are the result of a classification split to better align specialized job functions.

Position #	From (Current Class)	To (New Class)	Dept.
16342	Investment Officer (7504)	Retirement Investment Officer (7505)	Retirement
16346	Investment Officer (7504)	Retirement Investment Officer (7505)	Retirement
12537	Investment Officer (7504)	Retirement Investment Officer (7505)	Retirement



Alex Gurza  
Deputy City Manager/ Human Resources Director

Attachments

- Plant Operator I/II/II
- Senior Plant Operator I/II
- Plant Shift Supervisor I/II
- Assistant Plant Operations Manager I/II

City of San José  
CLASS SPECIFICATION

**TITLE: PLANT OPERATOR I/II/III (3612/3652/3653)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Plant Shift Supervisor	Non - exempt

**CLASS SUMMARY**

Under general supervision, performs a variety of work of routine difficulty involved in operation of the Water Pollution Control Plant (i.e. the sewage and wastewater treatment facility). Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a three level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and experience in specific operational process areas (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination). This class differs from that of Plant Operator Trainee in that an incumbent of the latter works under immediate supervision in a training capacity. This class differs from that of the next higher class of Senior Plant Operator I/II in that an incumbent of that class is assigned more responsible work and may provide lead direction and training to Plant Operators and Plant Operator Trainees. Assignments may be made to any shift in an around-the-clock operation, and incumbents must also be available for work on Saturday, Sunday, and holidays.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

- **Plant Operator I**—  
**Education & Experience:** Graduation from high school or equivalent and one (1) year performing duties of a wastewater treatment plant operator.  
**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade I Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.
- **Plant Operator II**—  
**Education & Experience:** Graduation from high school or equivalent & two (2) years performing duties of a wastewater treatment plant operator.  
**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade II Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.
- **Plant Operator III**—  
**Education & Experience:** Two years college including 15 semester units of basic science courses & two (2) years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least two (2) specific operational process areas **OR** graduation from high school or equivalent & four (4) years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least two (2) specific operational process areas.

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: PLANT OPERATOR I/II/III (3612/3652/3653)**

**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade III Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of the operations of pumps, blowers and other mechanical process equipment powered by electric motors or gasoline engines.
- Knowledge of safety practices and procedures used around wastewater treatment facilities.
- Knowledge of methods and tools used in repair of mechanical equipment.
- Knowledge of wastewater treatment processes.
- Ability to perform a variety of plant operation duties and operate a variety of water treatment plant equipment.
- Ability to operate electric and hydraulic hoists.
- Ability to read and interpret gauges and other control instrumentation.
- Ability to recognize and diagnose alarms and other warning indicators.
- Ability to work effectively with others.
- Ability to understand oral and written communications.
- Ability to perform minor repairs on mechanical equipment.
- Ability to maintain logs, charts and graphs.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of routine laboratory tests used in sewage treatment process.
- Ability to provide lead direction and training.
- Ability to operate a variety of water treatment plant equipment.
- Ability to read dials, gauges and other process instruments correctly and interpret and record reading.
- Ability to perform routine laboratory analyses.
- Ability to inspect, operate, adjust, and maintain equipment in one of the wastewater treatment plant sections.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Inspects, operates, adjusts and maintains equipment in one of the wastewater treatment plant sections (i.e., primary, secondary, sludge control, nitrification,	Continuous

City of San José  
**CLASS SPECIFICATION**

**TITLE: PLANT OPERATOR I/II/III (3612/3652/3653)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
	filtration, chlorination).	
2.	Removes grit from equipment to reduce excessive wear.	Occasional
3.	Removes settleable organic particles and clumps to eliminate biological oxygen demand (B.O.D.) overloading.	Occasional
4.	Removes grease, scum and floatable items to reduce odor, insect and rodent problems, and to improve other parts of the process.	Occasional
5.	Removes biodegradable portions of primary, secondary, and nitrification sludges to make it less objectionable and more stable.	Frequent
6.	Removes ammonia to stabilize end products and ammonia toxicity.	Frequent
7.	Operates pumps, valves, motors, blowers, internal combustion engines, vehicles, and other related wastewater treatment process equipment	Continuous
8.	Cleans, performs preventative maintenance, paints, and performs minor repair work on plant equipment treatment process equipment.	Occasional
9.	Reads and interprets gauges, dials and other process instruments, and make necessary process and equipment adjustments to maintain process integrity.	Continuous
10.	Maintains records of instrument readings.	continuous
11.	Makes routine log entries.	continuous
12.	Performs process computations and graphing as required.	Occasional
13.	Washes and cleans preliminary, primary, secondary, incineration, and sludge treatment tanks and equipment.	Occasional
14.	Takes samples and performs various simple tests for process control.	Continuous
15.	Maintains and cleans designated work areas.	Occasional
16.	May provide lead direction and training to Plant Operator Trainees.	As required
17.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

**CLASSIFICATION HISTORY** *Created 2/80; Rev 5/88,7/92, 1/93, Rev & Ret 2/12, Rev 7/12; 3612s003*

City of San José  
**CLASS SPECIFICATION**

**TITLE: SENIOR PLANT OPERATOR I/II (3613/3655)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Plant Shift Supervisor	Non - exempt

**CLASS SUMMARY**

Under general supervision, performs a variety of work of moderate difficulty in the lead supervision of either process areas or a shift at the Water Pollution Control Plant. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience in specific operational process areas (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination and computerized process control). This class differs from that of Plant Operator I/II/III in that incumbents of the latter have no continuing and permanent lead responsibility, and perform less responsible work. This class differs from that of Plant Shift Supervisor in that an incumbent of the latter is responsible for the activities of an entire shift in the operation of the Water Pollution Control Plant. Assignments may be made to any shift in an around-the clock operation, and incumbents must also be available for work on Saturday, Sunday, and holidays.

**QUALIFICATIONS**

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

**Minimum Qualifications**

- **Senior Plant Operator I**—  
**Education & Experience:** Graduation from high school or equivalent & two (2) years experience as a Plant Operator I with demonstrated knowledge and experience in at least two (2) specific operational process areas.  
**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade II Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.
- **Senior Plant Operator II**—  
**Education & Experience:** Two years college including 15 semester units of basic science courses & two (2) years experience as a wastewater plant operator with at least one year as a Grade III operator and demonstrated knowledge and experience in at least three (3) specific operational process areas **OR** graduation from high school or equivalent & four (4) years experience as a wastewater plant operator with at least one year as a Grade III operator and demonstrated knowledge and experience in at least three (3) specific operational process areas.  
**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade III Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.

City of San José  
**CLASS SPECIFICATION**

**TITLE: SENIOR PLANT OPERATOR I/II (3613/3655)**

**Other Qualifications**

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

**Basic Knowledge, Skills and Abilities**

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of principles of treatment plant processes and technology.
- Knowledge of mechanical devices common to a treatment plant, and how to repair and maintain them.
- Knowledge of safety practices and procedures used in a wastewater treatment facility.
- Knowledge of routine laboratory tests used in sewage treatment operations.
- Knowledge of the operation of pumps, blowers, and other mechanical process equipment powered by electric motors or gasoline engines.
- Ability to prepare and maintain records and reports.
- Ability to operate a wide variety of waste water treatment plant equipment.
- Ability to read dials, gauges, and other process instruments correctly and interpret and record readings.
- Ability to perform routine laboratory analysis.
- Ability to perform a variety of plant operation duties.
- Ability to work effectively with others.
- Ability to follow oral and written communications.

**Desirable Qualifications**

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of, and ability to utilize the computer to regulate the flow of sewage through the treatment plant.
- Ability to inspect, operate, adjust and maintain equipment in one of the waste water treatment plant sections.
- Ability to provide lead direction and training.
- Ability to supervise a prescribed area of the sewage treatment plant process.
- Ability to coordinate the utilization of chemicals in response to changes in system needs, to ensure effective costs.
- Ability to monitor and make adjustments to digital computer controlling specific process areas.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervises a prescribed area of the sewage treatment plant process, to ensure compliance with high performance standards.	Continuous
2.	Provides lead direction to Plant Operators and Plant Operator Trainees.	Continuous
3.	Supervises others in the preventive maintenance program in an assigned process area to keep breakdowns to a minimum.	Continuous

City of San José  
**CLASS SPECIFICATION**

**TITLE: SENIOR PLANT OPERATOR I/II (3613/3655)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
4.	Supervises the utilization of chemicals in response to changes in system needs, to ensure that end results are achieved at the most effective cost.	Continuous
5.	Performs process computations and graphing, as required.	As required
6.	Maintains accurate records.	Continuous
7.	Monitors conditions and alarms, and takes whatever action is required to keep the process and equipment operating for the best end results.	Continuous
8.	Regulates and controls the flow of sewage including the operation of pumps, blowers, and other related equipment.	Continuous
9.	Contains and secures chemical leaks from the rail cars, storage containers, and related equipment.	Occasional
10.	Ensures the safety of employees and the safe operation of the chlorine and sulfur dioxide facilities.	Continuous
11.	Monitors and makes adjustments to digital computer controlling specific process areas.	Continuous
12.	Performs periodic preventive maintenance and repair work which may include disassembly, reconditioning and assembly of valves, flow rate controllers, chemical dispensers, screens, collectors, skimmers, and pumps.	Occasional
13.	Conducts visitors through the plant and explains operations.	As required
14.	Completes prescribed and special reports.	As required
15.	Assists in the preparation of performance evaluations and recommends disciplinary action for operators assigned to a prescribed area.	Occasional
16.	Takes samples of sewage and makes simple and routine physical and chemical tests.	Occasional
17.	Provides department staff with process training, presentations and tours.	As required
18.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY</b> Created 12/80; Rev 8/88, 5/89, 7/92, 1/93 Rev & Ret 2/12, Rev 7/12; 3612s003
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**City of San José**  
**CLASS SPECIFICATION**

**TITLE: PLANT SHIFT SUPERVISOR I/II (3614/3618)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Division Manager -- Plant Operations	Non-Exempt

**CLASS SUMMARY**

Under general supervision, performs a variety of work of moderate difficulty supervising the activities of a work shift in the Operations section of the Water Pollution Control Plant or in the role of liaison for Capital Improvement Projects including the planning, preparation and construction of CIP projects at the Plant or supervising the Operations Training Unit in the training of Operator Trainees and or newly-hired certified Operators in preparation for placement to a post-position Operator. Under general supervision of the Division Manager of Plant Operations, may supervise Senior Plant Operators, Plant Operators, and Plant Operator Trainees. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience of overall Plant operations (i.e. (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination and computerized process control). This class differs from that of Senior Plant Operator in that incumbents of the latter class lead a smaller numbers of workers normally assigned to a specific unit, and are not responsible for full supervision of these employees. This class differs from the next higher class of Plant Assistant Operations Manager in that incumbents of the latter are responsible for the administrative programs of the Plant Operations group and acts as the Division Manager of Plant Operations in their absence. Assignments may be made to any shift in an around-the clock operation, and incumbents must also be available for work on Saturday, Sunday, and holidays.

**QUALIFICATIONS**

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

**Minimum Qualifications**

- **Plant Shift Supervisor I**  
**Education & Experience:** Two years college including 15 semester units of basic science courses & two (2) years as a Plant Operator I or higher with demonstrated knowledge and experience in at least three (3) specific operational process areas **OR** graduation from high school or equivalent & four (4) years performing duties of a wastewater plant operator with demonstrated knowledge and experience in at least three (3) specific operational process areas.  
**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade III Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: PLANT SHIFT SUPERVISOR I/II (3614/3618)**

• **Plant Shift Supervisor II**

**Education & Experience:** Bachelor's degree from an accredited college or university in Biology, Chemistry, Environmental Services or closely related subject including 30 semester units of basic science courses & two (2) years experience as a Plant Operator I with demonstrated knowledge and experience in at least four (4) specific operational process areas **OR** two years college including 15 semester units of basic science courses & four (4) years experience as a Plant Operator I or higher with demonstrated knowledge and experience in at least four (4) specific operational process areas **OR** graduation from high school or equivalent & six (6) years of experience as a Plant Operator 1 or higher with demonstrated knowledge and experience in at least four (4) specific operational process areas.

**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade IV Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of the principles of primary, secondary, and tertiary treatment, sludge treatment and disposal, and disinfection.
- Knowledge of the operation of mechanical, electrical and pneumatic equipment found in a large waste water treatment facility.
- Knowledge of safety practices and procedures used in waste water treatment facilities.
- Knowledge of principles and practices of supervision.
- Ability to utilize the computer to regulate the flow of sewage through the treatment plant.
- Ability to prepare and maintain records and reports.
- Ability to perform a variety of plant operation duties and operate a variety of waste water treatment plant equipment.
- Ability to work effectively with co-workers, supervisors and the public.
- Ability to follow oral and written instructions.
- Ability to provide lead direction and training.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of computerized control processes.
- Ability to supervise, train and evaluate subordinate staff.
- Ability to recommend and implement new and improved operating procedures.
- Ability to monitor and maintain the integrity of the waste water treatment processes and ensure compliance with Federal and State quality standards.
- Ability to interpret data collected and make process modifications.

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: PLANT SHIFT SUPERVISOR I/II (3614/3618)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Monitors and maintains the integrity of the sewage treatment processes and ensures compliance with federal and state quality standards.	Continuous
2.	Supervises the entire operation of the Water Pollution Control Plant on an assigned shift in the absence of the Division Manager – Plant Operations.	Continuous
3.	Supervises operating personnel assigned to the shift to ensure that tasks are performed correctly and in a timely manner.	Continuous
4.	Trains operating personnel assigned to the shift to ensure that tasks are performed correctly and in a timely manner.	Occasional
5.	Interprets data collected via computer and laboratory analyses; makes adjustments to the treatment process, as needed.	Continuous
6.	Assures completeness and accuracy of time cards.	Frequently
7.	Arranges for replacement personnel to provide coverage for absent employees.	Continuous
8.	Assesses equipment malfunctions and take appropriate corrective action.	Continuous
9.	Conducts safety training and drills in handling of chlorine, sulfur dioxide, and other hazardous materials.	Occasional
10.	Assigns work and evaluates work activity of subordinates.	continuous
11.	Reviews and improves operating procedures.	Frequent
12.	Supervises the maintenance of operations records for an assigned shift, and evaluates records against optimum scales.	Continuous
13.	Approves all maintenance work order requests on assigned shift.	Frequent
14.	Serves as Incident Commander (I.C.) in the event of a toxic gas release.	As required
15.	May work as liaison between Operations and Engineering to assist in the collection of operations data and information, and project preparation and set-up regarding Capital Improvement Program (CIP) project planning and constructions	As required
16.	May supervise Operations Training Group in the training of Operator Trainees and/or newly hired certified Operators.	As required
17.	Determines magnitude and consequences of operational problems associated with digital computer, field instrumentation, process, or auxiliary equipment.	Continuous
18.	Ensures safety of employees and the safe operation of equipment utilized.	Continuous
19.	Ensures security and cleanup of the work areas.	continuous
20.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**CLASSIFICATION HISTORY** Created 2/80; Rev 1/83 , 1/93, Rev & Ret 2/12, Rev. 7/12; 3614s003

City of San José  
CLASS SPECIFICATION

**PLANT ASSISTANT OPERATIONS MANAGER I/II (3617/3619)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Division Manager – Plant Operations	Non-exempt

**CLASS SUMMARY**

Under general direction, performs work of moderate difficulty by providing administrative support to the Division Manager – Plant Operations in planning, organizing and managing the activities of the Operations Section of the Water Pollution Control Division of the Environmental Services Department. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience of overall Plant operations (i.e. primary, secondary, sludge control, nitrification, filtration, chlorination and computerized process control). The incumbent of this class is responsible for administrative duties and training programs associated with the Division Manager – Plant Operations' office and reports directly to the Division Manager – Plant Operations. An incumbent may act as the Division Manager in their absence to ensure adequate staffing of the Operations group. This class differs from the lower class of Plant Shift Supervisor in that incumbents of the latter are responsible for the activities of a work shift and supervise Senior Plant Operators, Plant Operators and Plant Operator Trainees.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

- **Plant Assistant Operations Manager I**

**Education & Experience:** Two years college including 15 semester units of basic science courses & four (4) years experience as a wastewater plant operator including one (1) year as a Plant Shift Supervisor I/II with demonstrated knowledge and experience in at least four (4) specific operational process areas **OR** graduation from high school or equivalent & four (4) years experience as a wastewater plant operator including one (1) year as a Plant Shift Supervisor I/II with demonstrated knowledge and experience in at least four (4) specific operational process areas.

**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade III Certificate **and** possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.

**Acceptable Substitution:** Experience as a Senior Plant Operator I/II or equivalent may be substituted for experience as a Plant Shift Supervisor I/II on the basis of two years experience as a Senior Plant Operator I/II for each year of experience as a Plant Shift Supervisor I/II.

- **Plant Assistant Operations Manager II**

**Education & Experience:** Bachelor's degree from an accredited college or university in Biology, Chemistry, Environmental Services or closely related subject including 30 semester units of basic science courses & five (5) years performing duties of a wastewater treatment plant operator including at least two (2) years at a level equivalent to Plant Shift Supervisor I/II with demonstrated knowledge and experience in at least five (5) specific operational process areas **OR** two years college including 15 semester units of basic science courses & four (4) years performing duties of a wastewater treatment plant operator including at least two (2) years at a level equivalent to Plant Shift Supervisor I/II with demonstrated knowledge and experience in at least five (5) specific operational process areas **OR** graduation from high

**City of San José**  
**CLASS SPECIFICATION**

**PLANT ASSISTANT OPERATIONS MANAGER I/II (3617/3619)**

school or equivalent & six (6) years performing duties of a wastewater treatment plant including at least two (2) years at a level equivalent to Plant Shift Supervisor I/II with demonstrated knowledge and experience in at least five (5) specific operational process areas.

**Licensing:** Possession of a valid California State Water Resources Control Board Operator Grade IV Certificate and possession of a valid driver's license authorizing the operation of a motor vehicle in the State of California.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of the principles of primary, secondary, and tertiary treatment, sludge treatment and disposal, and disinfection.
- Knowledge of the operation of mechanical, electrical, pneumatic and other equipment found in a large water pollution control plant.
- Knowledge of the methods, tools, and equipment used in physical, biological and chemical treatment of sewage.
- Knowledge of the safety practices and procedures used in a wastewater treatment plant.
- Knowledge of the principles and practices of supervision.
- Ability to use a personal computer to produce weekly staffing schedules, memos and reports, and perform tracking and record keeping functions.
- Ability to make effective public presentations, such as Plant tours, safety "tailgate" training sessions and other presentations as required.
- Ability to organize and maintain office files and other records in good order.
- Ability to maintain effective working relations with the public and other employees.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to manage a shift or the entire Operations Section as necessary.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of current developments in wastewater treatment.
- Knowledge of safety practices in a large wastewater treatment plant.
- Knowledge of continual improvement methodology and tools.
- Ability to supervise and manage the biological, hydraulic, and mechanical operations of the Water Pollution Control Plant.
- Ability to manage the Operations Group Training Program.
- Ability to review and interpret construction drawings and specifications.
- Ability to use a personal computer to generate schedules, memos and records.
- Ability to conduct training sessions and Plant tours

City of San José  
**CLASS SPECIFICATION**

**PLANT ASSISTANT OPERATIONS MANAGER I/II (3617/3619)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Manages the Operations Section in the absence of the Division Manager – Plant Operations. On occasion, may be called upon to fill in as Shift Supervisor to ensure adequate shift/weekend coverage.	As Required
2.	Participates with the Plant Deputy Director and Division Manager – Plant Operations in the investigation of spills, toxic gas leaks and other critical incidents and recommends/implements corrective action as warranted.	As Required
3.	Participates in the selection and evaluation of Plant operations staff and assists in their orientation and training.	Occasional
4.	Oversees training programs for operations personnel and works with the Operations Section Training group in producing operator training modules.	Continuous
5.	Oversees and participates in the "tailgate" safety program for the Operations Section. Coordinates Operations personnel training with the Department's Training Resources unit to ensure that staff receive the safety training required by Cal OSHA, are properly trained in safety procedures and have the necessary certification to perform their jobs.	Occasional
6.	Participates in the review of construction drawings and coordination planning for construction and maintenance shutdowns and power distribution changes.	As Required
7.	Assists the Division Manager – Plant Operations in the preparation of Operations Section budget and reports.	As Required
8.	Processes time off request forms, training request forms and other scheduled personnel absences and prepares the weekly staffing schedule to ensure twenty-four hour per day, seven day per week coverage of various process units. Assists in producing the annual, seniority based, vacation list for the Operations Section.	Continuous
9.	Coordinates operator performance evaluations with Department administrative staff to ensure adequate progression tracking and timely completion of evaluations in the Operations Section.	As Required
10.	Acts as management liaison to various continual improvement teams working within the Operations Section.	As Required
11.	May be called upon to lead tour groups through the facility and explain the function of the various process units.	As Required
12.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

**CLASSIFICATION HISTORY** Formerly Plant Assistant General Operations Supervisor created 7/96; Rev & Ret 2/12, Rev 7/12; 3617s003