

Carpinteria Sanitary District

Job Description

Job Title: **Wastewater Treatment Plant Supervisor**
Department: Operations
Report To: Operations Manager
FLSA Status: Non-exempt
Revision Date: August 2026

SUMMARY

Under general direction of the Operations Manager, plans, organizes, supervises, reviews, and participates in the operation of the District's wastewater treatment, recycled water, laboratory, and related facilities. Provides day-to-day technical and supervisory leadership to assigned operations and laboratory personnel; ensures treatment processes are operated safely, reliably, efficiently, and in compliance with applicable regulatory requirements; evaluates operating data and treatment performance; coordinates preventive and corrective maintenance activities; and participates in the development and implementation of operational procedures, programs, budgets, and capital improvements.

The Wastewater Treatment Plant Supervisor is a working supervisor and senior-level wastewater treatment operator responsible for exercising independent judgment in the operation and optimization of treatment processes. The position may be designated to serve as Designated Operator-in-Charge (DOIC) when appointed by the Chief Plant Operator (CPO) and when possessing the certification required by applicable State Water Resources Control Board requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs.

- Plans, prioritizes, assigns, supervises, and reviews the work of employees engaged in wastewater treatment plant operations, process monitoring, laboratory activities, recycled water operations, and related functions.
- Provides technical leadership and direction to treatment plant operators and other assigned personnel.
- Monitors treatment processes and evaluates operational, laboratory, SCADA, instrumentation, and other process data to maintain effective and compliant plant performance.
- Evaluates process trends and makes or directs adjustments to equipment, flow rates, chemical feed systems, aeration systems, solids handling processes, disinfection systems, and other treatment processes.
- Operates and monitors treatment facilities through SCADA, human-machine interfaces, programmable logic controller interfaces, and local controls.
- Reviews alarms, operating trends, historian data, instrumentation readings, and process performance to identify abnormal conditions and initiate appropriate corrective actions.

- Ensures wastewater treatment and recycled water operations comply with applicable permits, waste discharge requirements, NPDES requirements, water recycling requirements, and other applicable federal, state, regional, and local regulations.
- Assists with preparation, review, and maintenance of operating records, regulatory reports, monitoring data, compliance documentation, standard operating procedures, and related records.
- Identifies treatment-process problems, evaluates alternatives, and implements or recommends corrective actions.
- Coordinates preventive, predictive, and corrective maintenance activities with maintenance personnel, contractors, consultants, and other District staff.
- Uses and supports implementation of the District's computerized maintenance management system (CMMS) for work orders, preventive maintenance, asset history, equipment records, and operational coordination.
- Inspects treatment facilities and equipment to identify operating deficiencies, maintenance requirements, safety concerns, and opportunities for improved reliability.
- Participates in planning shutdowns, equipment outages, bypass operations, construction activities, commissioning, and modifications to treatment facilities.
- Reviews plans, specifications, operating manuals, technical reports, process-control documentation, and equipment information related to wastewater treatment facilities.
- Participates in the development and implementation of operating procedures, emergency response procedures, contingency plans, and standard operating procedures.
- Assists with implementation and operation of recycled water and advanced water treatment facilities and programs, as applicable.
- Coordinates operational activities associated with new facilities, equipment, instrumentation, controls, and treatment processes.
- Participates in employee recruitment and selection; trains, coaches, and evaluates assigned personnel; establishes performance expectations; addresses performance deficiencies; and recommends appropriate corrective or disciplinary action consistent with District policies.
- Develops and coordinates operator training and supports employee development, certification, cross-training, and succession planning.
- Promotes a positive safety culture and ensures compliance with District safety policies and applicable occupational health and safety requirements.
- Ensures appropriate use of personal protective equipment and compliance with applicable programs involving confined spaces, hazardous materials, chemical handling, lockout/tagout, respiratory protection, fall protection, and other operational hazards.
- Investigates operational incidents, equipment failures, process upsets, permit exceedances, alarms, and abnormal conditions and assists in determining corrective and preventive actions.
- Responds to emergencies and provides technical and supervisory support during wastewater treatment plant emergencies, power failures, equipment failures, spills, process upsets, and other unusual operating conditions.
- Participates in standby/on-call assignments and responds to after-hours emergencies as required.

- Coordinates work with District departments, contractors, consultants, regulatory agencies, laboratories, vendors, and other organizations.
- Assists in development of operating and capital budgets and identifies equipment, materials, services, and capital improvements needed to maintain reliable plant operations.
- Assists with purchasing and procurement of equipment, chemicals, materials, supplies, and contractual services.
- Supports continuous improvement, energy efficiency, resource recovery, water recycling, operational reliability, and optimization initiatives.
- Performs related duties and responsibilities as assigned.

DESIGNATED OPERATOR-IN-CHARGE

When designated by the Chief Plant Operator and when possessing the certification required by State requirements, serves as Designated Operator-in-Charge during periods when the Chief Plant Operator is unable to carry out the responsibilities of that position.

When serving as DOIC, assumes responsibility for overall plant operation and compliance with applicable waste discharge and regulatory requirements within the authority assigned by the Chief Plant Operator.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, practices, processes, equipment, and terminology associated with wastewater treatment and recycled water facilities.
- Biological, physical, and chemical wastewater treatment processes.
- Wastewater process control, laboratory testing, sampling, and data interpretation.
- Principles and practices of wastewater treatment plant operation, maintenance, and troubleshooting.
- Pumps, motors, valves, chemical feed systems, blowers, instrumentation, electrical equipment, and related treatment plant equipment.
- SCADA systems, PLC-based control systems, HMI systems, process historians, instrumentation, and automated treatment plant controls.
- Computerized maintenance management systems and asset-management practices.
- Federal, state, regional, and local regulations applicable to wastewater treatment, discharge, water recycling, biosolids, air quality, and environmental compliance.
- State Water Resources Control Board wastewater operator certification requirements.
- Occupational health and safety requirements applicable to wastewater treatment facilities.
- Principles of supervision, leadership, employee development, training, performance management, and workplace safety.
- Emergency response and incident management principles.
- Basic budgeting, purchasing, contracting, and project coordination practices.
- Technical report preparation and recordkeeping.

- Principles of energy efficiency, resource recovery, sustainability, and operational optimization applicable to wastewater treatment facilities.

Ability to:

- Plan, organize, supervise, and evaluate wastewater treatment plant operations and assigned personnel.
- Exercise sound independent judgment during routine and emergency operating conditions.
- Analyze wastewater treatment processes and identify appropriate operational adjustments.
- Interpret laboratory, process, instrumentation, SCADA, and regulatory compliance data.
- Troubleshoot complex operational and equipment problems.
- Read and interpret engineering drawings, process and instrumentation diagrams, electrical diagrams, specifications, operating manuals, and technical reports.
- Understand and apply permits, regulations, policies, procedures, and technical requirements.
- Develop and implement operating procedures and process-control strategies.
- Effectively supervise, train, coach, and evaluate employees.
- Establish and maintain effective working relationships with employees, management, regulatory agencies, consultants, contractors, vendors, and the public.
- Communicate clearly, professionally, and effectively both orally and in writing.
- Prepare clear and accurate operational, regulatory, administrative, and technical reports.
- Use computers, SCADA systems, CMMS applications, databases, spreadsheets, electronic records systems, and other software used in wastewater operations.
- Respond effectively to treatment plant emergencies and abnormal operating conditions.
- Work independently and collaboratively in a team environment.

LANGUAGE SKILLS

Ability to read, analyze and interpret professional journals, technical procedures, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to upper management, public groups, and/or boards of directors.

EDUCATION and/or EXPERIENCE

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

Education: Equivalent to graduation from high school. College-level coursework or specialized training in wastewater treatment, water technology, environmental science, chemistry, biology, engineering technology, supervision, public administration, or a related field is desirable.

Experience: Five years of increasingly responsible experience in the operation of a wastewater treatment facility, including substantial experience performing journey-level or advanced wastewater treatment plant operator duties. Experience providing lead direction, supervision, training, or coordination of wastewater treatment personnel is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Those qualifications listed as **required** must be attained within the specific time frame to be classified as a regular employee.

Required:

- Possess and maintain throughout employment a valid California State Water Resources Control Board Grade 4, Wastewater Treatment Plant Operator Certificate, or a valid Grade 3 certificate and the ability to obtain a Grade 4 within twelve (12) months of accepting the position.
- Possess and maintain a valid California Drivers Class C license throughout the term of employment. While employed in such job requiring driving a District vehicle, the employee must be insurable with CSRMA or other current insurance carrier at the “standard” rate.”

Those qualifications listed as **desired** are deemed important in the performance of the position's job and are considered to be professional enhancements.

Desired:

- Possession of the following certificates as issued by the California Water Environment Association, Technical Certification Program:
 - Laboratory Analyst, Grade 1
 - Mechanical Technologist, Grade 2

PHYSICAL REQUIREMENTS

Must possess the mobility, strength, stamina, and physical abilities necessary to perform the essential functions of wastewater treatment plant operations and supervision, with or without reasonable accommodation.

Duties may require standing and walking for extended periods; climbing stairs and ladders; bending, stooping, kneeling, crouching, reaching, and working in and around treatment facilities and equipment; operating tools and equipment; and lifting, carrying, pushing, or pulling materials and equipment consistent with operational requirements.

Must possess sufficient vision, hearing, communication ability, coordination, and manual dexterity to safely inspect, operate, and monitor wastewater treatment facilities and equipment.

WORK ENVIRONMENT

Work is performed in both office and wastewater treatment plant environments. The employee may be exposed to wastewater and sewage; wet and humid conditions; odors; biological hazards; chemicals; dust; fumes; gases; noise; vibration; electrical and mechanical equipment; moving machinery; uneven and slippery surfaces; heights; confined spaces; traffic; and varying weather conditions.

Work may require use of appropriate personal protective equipment. The position may require participation in standby/on-call assignments and work outside normal business hours, including evenings, weekends, holidays, and emergency response.

ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this job description and understand the general duties, responsibilities, and requirements of the position.

Employee Signature

Date