



APRIL 2018  
FLSA: NON-EXEMPT  
Bargaining Unit: SU  
JCN: 4655

County of El Dorado  
JCN# 4655

June 2004  
Revised February 2007

## DISPOSAL SITE SUPERVISOR

### DEFINITION

Under general direction, plans, ~~organizes~~ supervises, assigns, reviews, and ~~directs~~ participates in the County's liquid waste program; waste water treatment plant operations, and ~~the~~ disposal site operations; provides ~~supervisory~~ responsible technical assistance to the Manager of Environmental Management and Department Director; performs a variety of technical tasks relative to the assigned functional area; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction ~~to subordinate~~ from the Manager of Environmental Management. Exercises direct and general supervision over disposal site staff.

### DISTINGUISHING CLASS CHARACTERISTICS

~~This single position class is responsible for the oversight of the~~  
This is the full supervisory-level classification. Incumbents serve as the supervisor over the disposal site and functions as a Chief Plant Operator for the Union Mine Disposal Facility, with responsibility for planning, organizing, supervising, reviewing, and evaluating the work of County's liquid waste program, wastewater treatment plant operations, and disposal site operations. This position is also the first line supervisor responsible for planning, organizing, supervising, reviewing and evaluating the work of subordinate staff. This position is distinguished from that of the Deputy Director of Environmental Management in that the latter has significant responsibility for the development and oversight of countywide environmental health, public health, solid and liquid waste management, air pollution and vector control programs. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Assists in~~ Serves as the development and implementation of program goals, objectives, policies, procedures and work standards Chief Plant Operator with responsibilities for overall operation of the County's liquid waste site wastewater treatment facility plant and the County's disposal site. liquid waste programs, including compliance and effluent limitations.
- ~~Coordinates and serves as the site supervisor for the operation, process control, monitoring program, landfill gas collection system, and equipment maintenance of the liquid waste treatment facility and the County's disposal site.~~
- ~~Plans, organizes, assigns, reviews, evaluates, and directs the work of assigned staff; provides~~ Provides technical and administrative supervision for employees; ensures assigned activities are performed in accordance with appropriate codes, regulations, and policies; directs work activities to achieve economic efficiency while maintaining quality standards.
- ~~Participates in the selection of personnel and conducts orientation and in-service training programs.~~

- Coordinates and serves as the site supervisor for the operation, process control, monitoring program, landfill gas collection system, and equipment maintenance of the liquid waste treatment facility and the County's disposal site.
- Assists in the development and implementation of program goals, objectives, policies, procedures, and work standards for the County's liquid waste treatment facility and the County's disposal site.
- Selects and supervises staff, provides training and development opportunities, ensures work is performed effectively, and evaluates performance in an objective and positive manner.
- Maintains current knowledge of technology and technical advancements in the field of liquid waste and disposal site activities; analyzes potential risks and recommends mitigation measures.
- Develops, implements, and provides instruction regarding updates to training manuals and ~~Standard Operating Procedures (SOP's)~~ standard operating procedures (SOPs); coordinates and maintains records of training needs for subordinate staff.
- Analyzes changes in state and federal laws regarding liquid waste and disposal site applications; evaluates implications for County activities and recommends policy and procedure modifications.
- Directs complex studies, surveys, inspections, investigations, and analytical data; reviews findings and makes recommendations to appropriate County management.
- Coordinates equipment repairs, including diagnosing problems, ordering parts, scheduling facility closure for repairs, and assisting with establishing contracts with contractors, and/or supervising staff repairs.
- Completes and maintains permits for the liquid waste facility and the County's disposal site; ensures required documentation is submitted and retained.
- Administers and ~~process~~ processes contracts specific to the liquid waste treatment facility and the County's disposal site.
- Maintains accurate records and files; prepares technical reports, correspondence, and a variety of written material.
- Must act as a Chief Plant Operator per California Code of Regulations Title 23.
- Operates a variety of vehicles and equipment (i.e.g., rolloff truck, forklift, quad).
- Represents the County in ~~contacts and~~ meetings with other agencies and organizations.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs ~~other~~ related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budgetary control and administration.
  - ~~Liquid waste treatment and disposal site methods and technologies.~~
- ➤ Methods and equipmentPrinciples and practices used in the operation of a liquid waste treatment facility and disposal site methods, technologies, and activities.
- Proper handling of hazardous materials.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to liquid waste and disposal site operations.
- ➤ Principles and practices of service contract proposal preparation, negotiation, and administration.
  - ~~Laws and regulations pertaining to liquid waste and disposal site operations.~~
- Principles and ~~practices of techniques~~ for working with groups and fostering effective ~~employee supervision~~team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including ~~selection~~,the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- ➤ Select and supervise staff, provide training, ~~evaluation and discipline~~, and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- ➤ ~~Principles and practices of budgetary control and administration.~~

### **Skill in:**

- ~~Planning, organizing, assigning, reviewing, evaluating, and directing work of assigned staff.~~
- ~~Training staff in work procedures.~~
- ➤ PlanningPlan operational needs for the liquid waste treatment facility and disposal site.
  - ~~Analyzing complex~~Identify problems, ~~evaluating alternatives~~research and ~~adopting courses of action.~~
- ➤ Explaininganalyze relevant information, and ~~interpreting a variety of rules, regulations,~~develop and ~~laws~~present recommendations and justification for solutions.
- PreparingRecognize and correct unusual, inefficient, or dangerous operating conditions.
- Use sound, independent judgment within established policy and procedural guidelines.
- ➤ Prepare clear, concise, and accurate written proposals, reports, SOPs, and other correspondence.
- ➤ ExercisingExercise independent judgment within general policy guidelines.
- Establishing and maintainingMaintain accurate logs, records, and basic written records of work performed.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

### **Other Requirements:**

- ~~Must possess a valid driver's license. Must possess and keep current a Wastewater Operator's Certificate issued by the California State Water Resources Control Board. Must be available for on-call duty and work weekends, evenings and holidays.~~

### **Education and Experience:**

~~Must have a current Grade III Wastewater Operator's Certificate or higher, from *Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*~~

~~Education and direct experience as required by the California State Water Resources Control Board. If currently at to obtain and retain a Wastewater Treatment Operator Grade III Certificate, and four (4) years of experience in the operation and maintenance of a wastewater treatment plant, including one (1) year of lead or supervisory experience.~~

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a Wastewater Operators Grade III level, ~~must~~ Certificate issued by the California State Water Resources Control Board.
- Possession of a Wastewater Treatment Plant Operators Grade III Certificate issued by the California State Water Resources Control Board.
- Ability to obtain ~~the~~ a Wastewater Treatment Plant Operators Grade IV level ~~certificate~~ Certificate issued by the California State Water Resources Control Board within two (2) years of employment. ~~Some lead or supervisory experience is desirable~~

### **PHYSICAL DEMANDS**

Must possess

~~**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills. mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various county sites; vision to read printed materials and a computer screen; and hearing and speech~~

to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees partly work in an office environment and partly work in and around public works infrastructure and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, hazardous chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be willing to work outside in all weather conditions, with exposure to traffic and respond to emergency situations during off-hours as required.