

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**WASTEWATER TREATMENT SUPERINTENDENT - 1883**

**DEFINITION:**

Under direction, to provide technical and administrative supervision over a major wastewater treatment plant, water reclamation plants, biosolids handling facilities, pump stations, and allied facilities; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, directs, and coordinates, through subordinate supervisors, the operation and maintenance of wastewater treatment facilities and equipment;
- Analyzes and recommends operational policies, procedures, and equipment;
- Prepares and administers budgets;
- Reviews cost and productivity data and conducts operational studies;
- Inspects field construction and maintenance projects;
- Reviews test data with laboratory personnel;
- Supervises training and safety programs;
- Prepares reports on plant operation and related activities;
- Coordinates activities with other City departments, agencies, and private contractors;
- Responds to inquiries from the public, industry, and news media;
- Provides information and makes presentations to City officials and the community;
- Serves as the City's representative on various boards and committees;
- Trains, supervises, and evaluates the performance of subordinate staff;
- Evaluates and rates the work of subordinate supervisors;
- May serve as the Chief Plant Operator or Designated Operator in Charge.

**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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Possession of a Grade V or higher Wastewater Treatment Plant Operator's Certificate of Competence issued by the State of California Water Resources Control Board, **AND** two years of full-time experience supervising the operations of a wastewater treatment plant.  
Possession of a valid California Class C Driver's License.

**\* 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.**