

EDITED TASK LISTING

CLASSIFICATION: WATER AND SEWAGE PLANT SUPERVISOR, CORRECTIONAL FACILITY (CF)

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Supervise the operation of a water treatment and/or sewage treatment plant in order to deliver quality drinking water and compliant effluent waste water to end users utilizing testing, analysis, and corrective treatment processes to ensure compliance with health and safety standards, Safe Drinking Water Act (SDWA), Title 22, and the State Water Resources Control Board (SWRCB), as required.
2.	Direct the taking of daily tests of water and sewage in various stages of treatment and personally make the more involved analyses to produce potable water utilizing testing and calibration equipment (e.g. chlorine analyzer, pH analyzers, and chemicals, etc.) in accordance with the institution operational procedures, SDWA, Title 22, and SWRCB, as required.
3.	Supervise adult/youthful offender in cleaning, painting, and the upkeep of equipment (e.g. motors, pumps, pipes, etc.) in order to extend the functional life of the equipment utilizing basic hand and power tools in accordance with the Standard Automated Preventative Maintenance Systems (SAPMS), Original Equipment Manufactured specifications, Title 22 and the SWRCB, as required.
4.	Perform cleaning, painting, and the upkeep of equipment (e.g. motors, pumps, pipes, etc.) in order to extend the functional life of the equipment utilizing basic hand and power tools in accordance with the Standard Automated Preventative Maintenance Systems (SAPMS), Original Equipment Manufactured specifications, Title 22 and the SWRCB, as required.
5.	Operate swimming pools and mechanical/related equipment (e.g. pumps, clarifiers, analyzers, compressors, etc.) in order to produce a potable and compliant product utilizing staff and adult/youthful offenders in accordance with the institution operational procedures, SDWA, Title 22, and SWRCB, on a daily basis.
6.	Direct adult/youthful offenders in the operation of swimming pools and mechanical/related equipment (e.g. pumps, clarifiers, analyzers, compressors, etc.) in order to produce a potable and compliant product utilizing the knowledge of the plant standards in accordance with the institution operational procedures, SDWA, Title 22, and SWRCB, on a daily basis.
7.	Operate equipment as a relief operator when necessary in order to provide adequate coverage in accordance with the institutional operational procedures, SDWA, Title 22 and the SWRCB, as required.
8.	Supervise assistants (e.g. adult/youthful offenders, contractors, staff, etc.) to complete daily operations of treatment facilities utilizing supervisory knowledge and skills in accordance with the institution operational procedures and Standard Operational Procedures (SOP), as needed.
9.	Perform minor plumbing duties in connection with water and sewage plant systems in order to maintain and repair plumbing in the treatment facility, utilizing basic hand and power tools, in accordance with the institution operational procedures, SDWA, Title 22, and SWRCB, as needed.
10.	Interpret tests and determine necessary changes in dosage and treatment processes to produce potable water and compliant effluent water utilizing test results, meter readings, necessary chemicals, chemical feed pumps, etc. in accordance with SDWA, Title 22, and SWRCB, as needed.
11.	Supervise adult/youthful offenders committed to the Department of Correction and Rehabilitation in order to maintain order and conduct utilizing institutional counts, searches, and training (e.g. Injury Illness Prevention Program, Inmate Work Incentive Program, and Tailgate Safety Meeting, etc.) in accordance with the institution operational procedures, Departmental Operations Manual (DOM), and Title 15, on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: WATER AND SEWAGE PLANT SUPERVISOR, CORRECTIONAL FACILITY (CF)

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
12.	Prevent escapes of adult/youthful offenders in order to maintain the safety and security of the institution and the public utilizing visual contact, tool and key control, and institutional counts in accordance with the institution operational procedures, DOM and Title 15, as required.
13.	Prevent injury of adult/youthful offenders in order to maintain the safety and security of the institution and the public utilizing visual contact, tool and key control, and the institutional counts in accordance with institution operational procedures, DOM and Title 15, as required.
14.	Conduct searches of adult/youthful offenders and the premises for contraband (e.g. weapons, illegal drugs, electronic devices, etc.) in order to provide a safe and secure work environment utilizing skills and techniques in accordance with the institution operational procedures, DOM, and Title 15, as required.
15.	Add chemicals (e.g. ammonia, chlorine, or lime, etc.) to disinfect and deodorize water in order to provide potable water and compliant effluent water utilizing feed pumps, meter readings, and water samples in accordance with SDWA, Title 22, and SWRCB, as required.
16.	Monitor status of equipment to meet load requirements and detect possible malfunctions utilizing the Supervisory Control and Data Acquisition (SCADA), meters and gauges in accordance with SDWA, Title 22, and SWRCB, as required.
17.	Collect and test water/sewage samples to ensure it is potable and compliant utilizing SCADA, appropriate sample techniques (e.g. bottling, labeling, etc.) and completion of the Chain of Custody form in accordance with SDWA, Title 22, and the SWRCB, as required.
18.	Record daily plant activities (e.g. emergencies, water samples, climate changes, etc.) to determine plant processes/adjustments utilizing meters, monitors, staff in accordance with SDWA, Title 22, and SWRCB, on a daily basis.
19.	Report plant activities (e.g. daily, monthly, quarterly, etc.) in order to remain in compliance utilizing visual inspections, meter readings, and field samples in accordance with SDWA, Title 22, and the SWRCB, on a daily basis.
20.	Inspect equipment, structures/materials to identify possible system operational malfunctions utilizing meters, audible alarms and visual inspections in accordance with SOP, on a daily basis.
21.	Perform chemical and laboratory tests to determine the effectiveness of water treatment systems utilizing lab equipment (e.g. bottles, chemical agents, test results, etc.) in accordance with SDWA, Title 22, and SWRCB, as required.
22.	Report security risks to custody staff to ensure a safe and secure environment by utilizing radios, telephones, and written and verbal communication, in accordance with the institutional operational procedures and DOM, as needed.
23.	Maintain adult/youthful offenders' records to ensure accurate time keeping and attendance utilizing the Strategic Offender Management System (SOMS) in accordance with the institution operational procedures and DOM, as needed.
24.	Communicate effectively with other operators, supervisors, and other trades people in order to resolve possible system operational malfunctions utilizing cell phones, radios, and computers, in accordance with SOP, Title 15, and DOM, on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: WATER AND SEWAGE PLANT SUPERVISOR, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
25.	Perform periodic operating checks of plant equipment [e.g. pumping systems, chemical feeders, auxiliary equipment (compressors), etc.] in order to ensure proper operation of equipment utilizing SCADA and visual inspections, in accordance with SOP, on a daily basis.
26.	Project annual budget in order to procure equipment and supplies utilizing procurement procedures [e.g. bids, service contracts (S&Es), purchase requisitions, etc.] in accordance with the institution operational procedures and DOM, as needed.
27.	Secure work areas in order to prevent injuries and accidents utilizing placing barricade signs and traffic cones in accordance with the institution operational procedures and Cal-OSHA, as needed.
28.	Observe pump motors to detect unusual noises, vibrations, or excessive heat in order to prevent premature failure of the equipment utilizing SAPMS (e.g. audio, visual, thermal inspections, etc.) in accordance with the institution operational procedures, and DOM, as needed.
29.	Coordinate inspections of water storage tanks in order to make corrective repairs utilizing outside vendors, in accordance with the American Water Works Association and SWRCB, as required.