

SAN ELIJO JOINT POWERS AUTHORITY (SEJPA)

OPERATIONS SUPERVISOR

Department: Operations	Accountable to: Chief Plant Operator	FLSA Status: Non-Exempt
<i>Effective Date: August 2026</i>		

DEFINITION

Under general direction of the Chief Plant Operator, the Operations Supervisor assists in planning, coordinating, supervising, and operating SEJPA's wastewater treatment, recycled water, ocean outfall, reservoirs, and pumping facilities. The position exercises independent judgment, supports Lead Operators and other operations staff, and coordinates facility-wide and cross-shift priorities. The Operations Supervisor is expected to serve as SEJPA's primary Designated Operator-in-Charge (DOIC), when appointed by the Chief Plant Operator, during periods when the Chief Plant Operator is unavailable and to maintain readiness to assume Chief Plant Operator responsibilities.

SUPERVISION EXERCISED

Exercises supervisory authority over Lead Operators and other operations personnel as assigned by the Chief Plant Operator. Lead Operators retain responsibility and authority for routine shift leadership, daily work assignments, process adjustments, alarm response, and direction of assigned staff, with appropriate communication and escalation. When appointed as Operator-in-Charge, the Operations Supervisor exercises the operational authority of the Chief Plant Operator and reports directly to the Director of Operations for that period.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of SEJPA.

- When appointed by the Chief Plant Operator, serve as SEJPA's Designated Operator-in-Charge for periods when the Chief Plant Operator is unavailable; assume responsibility for overall plant operation, permit compliance, emergency response, staffing, and required operational notifications during the assignment.
- Support the Chief Plant Operator in coordinating the safe, reliable, efficient, and compliant operation of SEJPA's wastewater treatment, recycled water, ocean outfall, reservoirs, and pumping facilities and in preparing for regulatory inspections and compliance audits.
- Oversee advanced process-control and process-optimization activities; evaluate operating data, laboratory results, alarms, trends, and equipment condition; coordinate process testing; evaluate proposed process-control changes before implementation; and direct or recommend adjustments to improve treatment performance, reliability, energy efficiency, chemical use, and regulatory compliance.
- Promptly elevate significant process changes, permit-compliance risks, major equipment shutdowns, service interruptions, significant safety concerns, and other unusual conditions to the Chief Plant Operator and Director of Operations, as appropriate.
- Plan, assign, coordinate, and review the work of Lead Operators and other operations personnel as assigned, while preserving Lead Operator authority over routine shift activities and operating decisions.
- Develop and maintain rolling two- to four-week operational work plans that are distinct from the Lead Operators' daily plan of work; coordinate plant-wide and cross-shift priorities; implement seasonal operating strategies established by the Director of Operations and Chief Plant Operator; resolve conflicting operational needs; and promote consistent communication and follow-through.

- Lead, coach, train, and develop operations personnel; establish individual training plans; coordinate operator-certification progression and cross-training among process areas; monitor operator competency; conduct field coaching; evaluate training effectiveness; and assist operators with documentation of qualifying experience.
- Prepare and conduct annual performance evaluations for directly supervised employees in consultation with the Chief Plant Operator and Director of Operations; participate in hiring; provide corrective counseling; document performance; and recommend recognition or disciplinary action.
- Develop, maintain, and periodically review standard operating procedures, emergency response procedures, work instructions, checklists, training materials, operational manuals, and process documentation; coordinate annual SOP reviews; keep procedures current with facility modifications; develop operating guidance for new equipment; and coordinate required technical, safety, compliance, and supervisory training.
- Perform quality-assurance reviews of operator rounds, operating logs, inspection records, laboratory results, process-control calculations, process documentation, and reports for accuracy, completeness, timeliness, and regulatory compliance; verify consistent application of operating procedures across shifts; and conduct periodic field observations to confirm that operational standards are maintained.
- Coordinate emergency response, incident assessment, operational recovery, and after-action review; lead root-cause investigations for process upsets; identify recurring operational issues; track corrective actions to completion; recommend improvements to operational practices; document lessons learned; and provide timely communication to management and affected staff.
- Coordinate with maintenance, electrical, instrumentation, engineering, laboratory, recycled water, and administrative staff to plan facility outages and related operational impacts, establish priorities, resolve operational problems, and support facility reliability and improvement; lead operational-readiness planning for startup and commissioning of capital improvement projects.
- Assist with equipment planning, purchasing, contract support, budgets, expenditure monitoring, and operational projects; monitor operational inventories; forecast chemical and material needs; and prepare requisitions as assigned.
- Communicate with vendors, contractors, customers, partner agencies, and the public regarding normal operating matters. Elevate external communications involving permit or agreement compliance, significant service impacts, budgets, or financial commitments to the Director of Operations.
- Prepare clear and timely reports and recommendations; maintain cooperative working relationships; remain available for standby and emergency response; drive SEJPA vehicles; and perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of wastewater treatment, recycled water production and distribution, solids handling, disinfection, chemical handling, laboratory control, instrumentation, SCADA, pump stations, and automated process-control systems.
- Knowledge of applicable Federal, State, and local laws, regulations, permits, operator-certification requirements, and safety practices governing wastewater, recycled water, biosolids, hazardous materials, confined spaces, and emergency response.

- Knowledge of supervisory and leadership practices, including short- and intermediate-range work planning, scheduling, delegation, employee development, performance management, team building, quality assurance, root-cause analysis, and corrective-action tracking.
- Ability to operate and direct treatment and reclamation processes, exercise sound independent judgment, make timely decisions under changing conditions, and recognize matters requiring management escalation.
- Ability to interpret operating data, laboratory results, trends, drawings, specifications, manuals, schematics, permits, and technical reports; troubleshoot problems and develop practical solutions.
- Knowledge of the operation and maintenance requirements of treatment facilities, reservoirs, pump stations, ocean outfall systems, pumps, blowers, motors, valves, piping, chemical-feed systems, and electrical and instrumentation equipment.
- Ability to supervise, coach, train, and evaluate employees; establish clear expectations; address performance concerns; foster accountability; and coordinate plant-wide priorities without diminishing routine Lead Operator authority.
- Ability to prepare accurate technical and administrative records, procedures, evaluations, correspondence, reports, and presentations and to communicate clearly and effectively, including during emergencies.
- Ability to establish cooperative working relationships and effectively use computers, mobile devices, operational software, and common business applications.
- Ability to work varying hours, weekends, and holidays and to respond to standby assignments and 24-hour emergency call-ins.

EDUCATION REQUIREMENT

High School Diploma or GED required, supplemented by college-level coursework in wastewater treatment plant operations or a related field. A college degree in wastewater treatment, environmental science, engineering, public administration, organizational leadership, or a related field is desirable.

EXPERIENCE REQUIREMENT

Typical qualifying experience includes at least seven years of progressively responsible experience in the operation of wastewater treatment and water reclamation facilities, including three years of supervisory or management-level experience. In lieu of three years of formal supervisory or management experience, SEJPA may accept at least two years of experience in a lead, supervisory, or comparable leadership capacity when the candidate's combined education, training, experience, demonstrated judgment, and leadership ability provide the required knowledge, skills, and abilities. Qualifying experience should demonstrate personnel supervision, process optimization, SOP development, and use of SCADA, process trending, and operational data analysis.

LICENSE/CERTIFICATION REQUIREMENTS

- Possession of a valid California Class C Driver's License; maintenance of automobile liability insurance meeting at least the minimum standards established by the State of California; and the ability to remain insurable under SEJPA's automobile insurance program. Failure to maintain these requirements may constitute cause for disciplinary action, up to and including termination.

- Possession of a valid Wastewater Treatment Plant Operator Grade IV certificate or higher issued by the California State Water Resources Control Board.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach and lift with hands or arms. The employee is frequently required to stand, stoop, kneel, bend, crawl, squat, twist, climb, push, pull, and perform strenuous physical activities for extended periods. The employee must be able to lift and carry up to 75 pounds.

Specific vision abilities required by this position include close and distance vision, the ability to adjust focus, and the ability to distinguish color. The position requires travel to different sites and locations and availability for shift work, on-call duty, standby assignments, and emergency call-ins.

Mental Demands:

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

Work Environment:

While performing the duties of this position, the employee may be exposed to cold, heat, noise, outdoor weather, vibration, confined workspaces, chemicals, explosive or flammable materials, mechanical and electrical hazards, toxic substances, fumes, gases, foul odors, wastewater, sludge, effluent, bacteria, viruses, wetness, humidity, traffic hazards, high workplaces, and poor lighting. Hearing protection and other personal protective equipment will be required as appropriate.

QUALIFICATIONS

- Ability to perform each essential duty satisfactorily, with or without reasonable accommodation.
- Ability to pass SEJPA's pre-employment physical examination and any other job-related pre-employment requirements.
- Ability to read, write, speak, and comprehend English at the level necessary to perform the duties of the position and provide documentation establishing eligibility to work in the United States.

RIGHT TO WORK

Documentation of eligibility to work in the United States will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

Last Updated: September 2026