



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Water & Sewage Plant Supervisor	549-657-6723-002
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma-Mendocino Coast District	Water & Sewage Plant Supervisor	R 13
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River Sector	Salt Point State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☒ Housing is required ☐ Housing may be required ☐ Housing is not available		Park Maintenance Chief III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general direction of the District Maintenance Chief III, the Water and Sewage Plant Supervisor is responsible for all phases of the operation, maintenance, and administration of the water treatment plants and wastewater systems at Salt Point, Fisk Mill, Goat Rock, Stump Beach, Reef Campground and Wrights Ranch or as directed throughout the district. A T-2 Water Treatment Certification or higher is required for this position. This position will act as the Chief Plant Operator for assigned public water treatment plants. This Position reports to Salt Point State Park at 25050 CA Highway 1, Jenner, CA 95450 with a work schedule of Monday through Friday from 7:00am to 3:30pm.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	FACILITY MAINTENANCE Supervise water treatment and wastewater operations for the Russian River Sector treatment plants as described. Oversees and personally inspects the operation of treatment facilities and systems to protect public health and ensure water and wastewater operations comply with applicable laws, regulations, policies, and established treatment practices.	
30%	ADMINISTRATION Complete all necessary forms, reports, and other documentation required for the operation of the water and wastewater systems to the various control and regulating agencies; gather, record, and maintain comprehensive information on the water system operation and performance. Contract out various testing such as those associated with Title 22 regulations and monthly water sampling. Order supplies and chemicals needed for the operation of the water systems. Plan, organize, and schedule preventive and corrective maintenance of the water systems and sewage systems. Manage supplies to make sure that all repairs can be made in a timely manner. Act as the sector liaison with the State Department of Health Services, Office of Drinking Water. Develop operation plans for assigned water systems within the Sector and continually update them after they have been accepted by the State Department of Health Services. Maintain appropriate certification as determined by the level of plants within the sector. Attend and participate in the sector staff meetings.	
25%	EQUIPMENT MAINTENANCE AND REPAIR Assure that all assigned equipment related to water and wastewater operations is maintained in a safe and functional condition by cleaning, servicing, and repairing as needed. Recommend and	

	request repairs as appropriate. Maintain maintenance and repair records. Monitor and respond to system alarms as needed to keep water plants running.	
10%	TRAINING/SAFETY Provides designated employees with the training necessary to safely and effectively operate water treatment plants and wastewater systems. Conduct training for the water treatment plant operators. Trains field personnel to recognize common signs of water and wastewater system problems. Update Material Safety Data Sheets (MSDS) associated with the chemicals used at the various water treatment plants. Provide proper storage for the chemicals and solutions used in water treatment. Conduct training for the sector operators in the various safety procedures, including those relating to confined spaces, and protective gear used when operating and maintaining the water systems.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Must work in inclement weather, uneven ground, long hours and call outs as systems require. Knowledge of computer technology.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license and A T-2 Water Treatment Certification or higher are required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE