



**October 2012**  
**FLSA: NON-EXEMPT**

## **CHIEF WASTEWATER TREATMENT PLANT OPERATOR**

### **DEFINITION**

Under general direction, oversees the operations, maintenance, and repair of wastewater treatment plant, collection and outfall system lines, pumps and pumping stations; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex wastewater treatment plant operations and maintenance work, including collecting samples, performing laboratory tests and analyses, monitoring equipment and facilities, and basic and preventative maintenance of equipment and facilities; performs pretreatment inspections; performs a variety of technical tasks; provides responsible technical assistance to the Public Works Director/City Engineer; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director/City Engineer. Exercises direct and general supervision over assigned staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

### **CLASS CHARACTERISTICS**

This is a supervisory-level class. Incumbents perform the most complex duties required to ensure that City wastewater treatment plant systems and facilities are maintained in a safe and effective working condition and provide the highest level of safety to the public. Responsibilities include planning, organizing, supervising, and reviewing the work of wastewater system operations and maintenance staff either directly or through lead workers; inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operations and maintenance a wastewater treatment plant facilities, systems, and appurtenances. This class is distinguished from the Public Works Director/City Engineer, in that the latter has overall responsibility for all public works operations and maintenance functions, as well as implementing and interpreting public policy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- In collaboration with the Public Works Director/City Engineer, determines and recommends equipment, materials, and staffing needs for assigned Public Works maintenance projects; coordinates projects and personnel assignments with the Chief Water Operator and the Maintenance Services Supervisor.

- Provides technical and functional supervision to assigned wastewater treatment plant staff; reviews and controls quality of work; assists in completing employee evaluations; participates in selection of staff; participates in performing complex and specialized wastewater treatment plant operations and maintenance duties.
- Trains staff in work and safety procedures and in the operation and use of equipment, pesticides, and supplies; implements procedures and standards.
- Participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and participates in operations and maintenance activities of the wastewater treatment plant; recommends improvements and modifications and prepares various reports on operations and activities.
- Monitors and controls supplies and equipment; orders supplies, pesticides, and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for vendor selection.
- Coordinates with and oversees contractors in providing wastewater operations maintenance and repair services.
- Participates in the administration of preventive maintenance, cleans, lubricates equipment/machinery, performs minor adjustments and repairs of all mechanical, electrical equipment including: pumps, electrical motors, automatic switches, valves, sprinklers, and filter screens within the treatment plant and collection system.
- Participates and provides in-service training, and safety programs; ensures compliance with safety procedures.
- Performs the most difficult operations, maintenance, and repair duties in the area of work assigned.
- Reviews laboratory results to ensure adherence to ensure compliance with regulatory requirements.
- Oversees maintenance of all buildings, grounds, plan machinery, piping and structures throughout the wastewater system to ensure all are maintained in a clean and sanitary condition.
- Coordinates permit applications and renewals; researches and analyzes data; monitors testing.
- Inspects, monitors, and conducts sampling at various commercial and industrial sites, including inspecting sites for compliance with wastewater discharge regulations, evaluating environmental risks associated with industrial processes and activities, and educating dischargers as to what is required to meet set limits; interprets ordinances and Federal and State regulations to dischargers.
- Collects wastewater samples from industrial and commercial users and performs well-defined chemical and biological tests in the field to determine if governmental and process control requirements are met.
- Prepares accurate records and reports for management and regulatory agencies; maintains files and records.
- Organizes, maintains, and documents all required information for enforcement of City code as directed by the federal requirements; analyzes data by comparing test results to requirements.
- Investigates and traces sources of illegal industrial wastes entering the City's wastewater collection system.
- Reads meters at commercial and industrial sites to determine flow for sewer billings; prepares monthly information for billing industries that use City facilities.
- Responds to public inquiries on wastewater services, billing, and other problem areas.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains logs and records of work performed; prepares periodic reports.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Responds to operations, maintenance, and repair emergency situations as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment; researches emerging products and enhancements and their applicability to City needs.

- Performs other related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of employee supervision, including assignment, review, and the training of staff in work procedures.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment facilities and equipment.
- The operation and preventive maintenance of wastewater treatment systems.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Principles, practices, and programs for the City's industrial wastewater pretreatment program, the industrial waste inspection function, and related programs and projects.
- Practices and techniques related to wastewater and/or hazardous materials sampling, sample handling, and standard analysis methods.
- Equipment, tools, and materials used in maintenance activities and services related to wastewater treatment and collection systems.
- Basic mechanical, electrical, and hydraulic principles.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Telemetry systems including Supervisory Control and Data Acquisition (S.C.A.D.A.).
- Safety principles, practices, procedures, and equipment related to the work.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, and review the work of staff.
- Organize, implement, and direct assigned operations and maintenance activities and projects.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Perform the most complex operations and maintenance duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.

- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- 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 work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade; an Associates degree supplemented by coursework in wastewater treatment or related subject matter is desirable. Five (5) years of increasingly responsible experience in the operation, maintenance, and/or repair of wastewater treatment systems, facilities, and related appurtenances, including two (2) years of lead or supervisory experience.

**Licenses and Certifications:**

- Valid class C driver's license and satisfactory driving record; possession of a class B driver's license is desirable.
- Possession of a Grade T-2 Wastewater Treatment Operator Certificate issued by the State of California Water Resources Control Board.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves 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 up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work partially indoors and partially outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with

upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**SPECIAL REQUIREMENTS**

Incumbents in this class are required to work on-call as needed, to ensure efficient operation of the City's utility systems, and for emergency response, on a rotating schedule. Incumbents must live within thirty (30) minutes of the City to meet emergency response time requirements.