

CHIEF PLANT OPERATOR***DEFINITION***

This single incumbent position is under the general direction of the Director of Public Works. The incumbent performs a variety of duties essential to the management, administration, and operations of the Water and Wastewater Treatment Plants. The position supervises Water and Wastewater Treatment Plant Operators and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position exercises supervision over the water and wastewater treatment facilities. The position is typically assigned day shift work hours Monday through Friday but may be required to provide supervision during weekends and nights during unusual situations and is subject to call-in 24 hours per day, seven days per week.

EXAMPLES OF DUTIES

The Chief Plant Operator is expected to be knowledgeable in the areas of Water and Wastewater operations and maintenance. In addition, the Chief Plant Operator is expected to promote employee empowerment and coach employees to develop entrepreneurial and innovative ideas. A positive attitude, good interpersonal skills, and a sincere interest in being a participant in a proactive and results-oriented culture are important attributes.

With administrative guidance, directs the Water and Wastewater Treatment Plant Operators.

This classification specification is intended to present a descriptive list of the range of duties performed by employees in a classification. Class specifications are not intended to reflect all duties performed within the job. Duties may include, but are not limited to, the following:

- Plans, schedules and supervises the work of water & wastewater treatment plant operators.
- Supervises the operation and adjustment of wastewater treatment plant set points, equipment and machinery such as valves, pumps, chlorinators, chemical feeders, motors, motor control panels, and other plant equipment. Establishes process set points.
- Manages process controls to comply with NPDES standards.

- Writes necessary reports to regulatory agencies; communicate with regulatory staff concerning the plant's performance. Prepares monthly reports for submission to the Department of Public Health, Regional Water Quality Control Board and other governmental agencies.
- Supervises the lubrication, packing, cleaning, adjusting and any repairs to pumps, valves, gear cases, reduction units, and other mechanical equipment as required.
- Supervises maintenance of stormwater drainage facilities including ponds, ditches, piping and pump stations.
- Inspects and maintains water, wastewater and storm pump stations.
- Responds to customer/citizen complaints and comments both verbally and in writing.
- Trains plant operators and other employees in work operations and job safety. Maintains all required training and safety documentation.
- Supervises the major maintenance and repair of equipment and facilities in the sewage collection system.
- Plan, organize, prioritize, assign, supervise, and review work of Department personnel in the operation and maintenance of water and wastewater treatment plant equipment, and wastewater collection pumping stations.
- Supervises, evaluates, and assigns work to water and wastewater treatment plant operators.
- Recommend and assist in the implementation of Department goals and objectives.
- Establishes and schedules methods for the operation and maintenance of the water and wastewater treatment plant equipment and related facilities.
- Provides and coordinates staff training in the proper operation of water and wastewater treatment plant equipment and related facilities, preventative maintenance procedures, record keeping, and safe operating procedures.
- Oversees and maintains the quality assurance of facilities-related analytical equipment.
- Fosters a team environment relationship within the department and with other city employees in the course of daily activities.
- Develops and maintains positive public relations with an emphasis on customer service.

- Performs other duties and assumes other responsibilities as apparent or as delegated.
- May personally engage in work duties.
- Gathers data for input in the annual department budget.
- Manage the Computerized Maintenance Management System (CMMS).

MINIMUM QUALIFICATIONS

Knowledge of:

The principles of water and wastewater treatment plant operation and maintenance; operating principles of valves, pumps, motors, motor control panels and other water reclamation plant equipment.

Accepted chemical and physical parameters of wastewater processes and effluent.

Basic arithmetic, including fractions, decimals, and proportions and basic algebra.

Record-keeping procedures.

Principles and practices of leadership, motivation, team building and conflict resolution; training and performance evaluation.

Principles and practices of organizational analysis and management.

Principles and practices of budget preparation and administration.

Common hand and power tools used in plant maintenance.

Basis principles of mechanical, electrical and hydraulic systems.

Federal, state and local regulations and requirements governing wastewater processing, effluent, and record keeping.

Basic chemical tests for wastewater and sludge analysis.

Safety and hazards associated with water and wastewater treatment including confined space and chemical hazards.

Report writing principles.

Personal Computer use and job-related software applications including Microsoft Office.

Analyze and prepare computer generated reports utilizing Microsoft Excel and other similar software applications.

Principles of supervision, training and performance evaluation.

Ability to:

Follow oral and written directions.

Work outdoors in all weather conditions.

Sit or stand for potentially long periods of time throughout the workday.

Work any shift, holidays and weekends as needed.

Communicate effectively, both orally and in writing.

Carry out policies of the City.

Review, interpret, recommend and implement complex California water and wastewater policies.

Identify with management and City goals and objectives and understand and support City priorities and needs.

Establish and maintain cooperation and working relationships with those contacted in the course of work.

Motivate employees to perform at the best of their abilities, evaluate job performance and recommend disciplinary actions if the situation requires.

Maintain discipline and enforce rules, regulations and procedures.

Assist with budget preparation.

Meet the physical, mental and environmental demands of the job.

Train, motivate, supervise and make recommendations for evaluations of operational personnel.

Prepare reports and efficiently maintain accurate records.

Communicate clearly and concisely, both orally and written.

Demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.

Keep abreast of new and changing technology relevant to this position; stay abreast of new products and procedures.

Exercise sound judgment.

Use initiative and independent judgment.

Recognize, prioritize and accomplish needed tasks.

Train and instruct operations staff.

Coordinate the work of others.

Evaluate alternative solutions and present recommendations.

Read and interpret gauges and recording devices showing plant operation; make adjustments to and maintain a variety of plant equipment, make basic chemical tests.

Recognize prioritize and accomplish the needed tasks.

Collect, analyze, and submit initial budget data.

Maintain records and prepare clean, concise and comprehensive correspondence and written reports.

Respond quickly and effectively in difficult situations.

Maintain confidentiality.

Establish and maintain cooperative working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATES

Required: Possession of a valid Class C California Driver's License. Possession of Grade IV, or higher Wastewater Operator Certificate issued by the California State Resource Control Board. Possession of a safe driving record per the City's driving standards and policies.

Desired: Possession of a Grade T2 Water Treatment Plant Operator and D2 Water Distribution Operator certificate as issued by the California Department of Public Health. Within 18 months of appointment must obtain a Grade T2 Water Treatment Plant Operator and D2 Water Distribution Operator certificate as issued by the California Department of Public Health

EDUCATION, TRAINING AND EXPERIENCE

Education: A Bachelor's Degree from an accredited college or university with recognized coursework in Engineering, Physical or Biological Sciences, Electronics, Public Administration or closely related field; and

Experience: Three (3) years of recent, increasingly responsible experience in a variety of public works construction, water and wastewater treatment operations or management. Must include at least three years of administrative and supervisory responsibilities.

OR

Education: An Associate's Degree from an accredited college or university as listed above; and

Experience: Five years of increasingly responsible job-related work experience as listed above. Two years of administrative and supervisory responsibilities is desired

OR

Education: Formal or informal education sufficient to assure the ability to read and write at a level required for successful job performance with coursework in management and supervisory skills; and

Experience: Eight years of increasingly responsible job-related work experience as listed above. One year of administrative and supervisory responsibilities is desired

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to bend, stoop, twist, and walk over uneven surfaces and climb upstairs in the elements for potentially extended periods of time. The wastewater facility is an elevated facility and requires climbing the equivalent of approximately fifty flights of stairs per day. Manual dexterity sufficient to use handheld devices without experiencing abnormal hand or wrist strain. Strength sufficient to use wrenches and other handheld equipment. Hearing sufficient to understand conversations, both in-person and on the telephone. Ability to safely operate and drive a motor vehicle.

TYPICAL WORKING CONDITIONS

Working conditions in the office are free from extremes of temperature and humidity. Working conditions in the plant environment are subject to extreme variations in temperature, humidity and can include wind and rain. The incumbent is subject to dust and other contaminants.