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UNIT: MECO

CHIEF PLANT OPERATOR (WATER)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general direction, to supervise, plan and coordinate the operation and maintenance of the water treatment plant; to coordinate assigned activities with other divisions, outside agencies and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES - Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Coordinates the organization, staffing, and operational activities for the operation and maintenance of the water treatment plant; participates in the development and implementation of goals, objectives. policies, and priorities for water treatment facility operation and maintenance; identifies resource needs; recommends and implements policies and procedures; selects, trains, motivates and evaluates water treatment operation and maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements; participates in the development and administration of the assigned budget; forecasts funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary; coordinates assigned services and activities with those of other divisions and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence; schedules maintenance and daily work activities; orders appropriate chemicals, supplies and equipment; oversees process control changes for all water processes; responds to emergency calls including equipment break downs, taste, odor and color complaints or accidents; provides tours of water treatment plant and facilities; ensures the adherence to safe work practices by maintenance personnel; responds to and resolves difficult and sensitive citizen inquiries and complaints; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive water treatment program;
- Functions and purposes of water treatment systems;
- Standard principles of biology, chemistry and mathematics as related to water treatment
- Basic mechanical and electrical systems;
- Materials, methods, practices and equipment used in water treatment systems maintenance and repair activities;
- Occupational hazards and standard safety precautions necessary in the work;

- Principles and procedures of record keeping and reporting; and
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, assign and direct the activities of employees engaged in the operation of water treatment systems;
- Organize, direct and implement operation and maintenance schedules;
- Select, supervise, train and evaluate staff;
- Oversee the operation and maintenance of water treatment machinery and equipment;
- Perform responsible and difficult work involving the use of independent judgment and personal initiative;
- Interpret and apply administrative and departmental policies and procedures;
- Coordinate and compile information and statistics into complete records and reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Five years of increasingly responsible experience in the operation and maintenance of water treatment facilities including two years of supervisory or lead responsibility water treatment facilities

<u>Training</u>: Equivalent to completion of the twelfth grade supplemented by specialized training in water treatment technology, environmental sciences or a related field.

<u>License or Certificate</u>: Possession of, or ability to obtain, an appropriate, valid driver's license; and possession of a California Department of Public Health (CDPH) Grade IV or Grade V Water Treatment Plant Operator Certification. The required certification level will depend on the assignment.

WORKING CONDITIONS

Environmental Conditions: Water treatment plant environment; work with water; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals.

<u>Physical Conditions</u>: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for long periods of time; operating motorized equipment.