

CHIEF PLANT OPERATOR
(WASTEWATER)

*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 wastewater 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 wastewater treatment plant; participates in the development and implementation of goals, objectives, policies, and priorities for wastewater treatment facility operation and maintenance; identifies resource needs; recommends and implements policies and procedures; selects, trains, motivates and evaluates wastewater 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 wastewater processes; responds to emergency calls including equipment break downs, odor complaints or accidents; provides tours of wastewater 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 wastewater treatment program;
- Functions and purposes of wastewater treatment systems;
- Standard principles of biology, chemistry and mathematics as related to wastewater treatment;
- Basic mechanical and electrical systems;

- Materials, methods, practices and equipment used in wastewater 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 wastewater treatment systems;
- Organize, direct and implement operation and maintenance schedules;
- Select, supervise, train and evaluate staff;
- Oversee the operation and maintenance of wastewater 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 wastewater treatment facilities including two years of supervisory responsibility.

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

License or Certificate: Possession of, or ability to obtain, an appropriate, valid driver's license; and possession of a Grade 5 Wastewater Treatment Plant Operator certificate.

WORKING CONDITIONS

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

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