

WASTEWATER TREATMENT PLANT CHIEF OPERATOR

DEFINITION

To plan, organize, direct and supervise a variety of wastewater treatment plant operations and activities as assigned, within the Wastewater Utility Division of the Environmental Utilities Department to insure site compliance with all regulatory requirements; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff.

Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for wastewater treatment activities, and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in wastewater treatment.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Prepare and administer budget for assigned wastewater treatment plant; prepare cost estimates for budget recommendations; submit justifications for various wastewater treatment plant activities, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in future needs analysis and implementation.

Participate in capital improvement project design, implementation and commissioning.

Supervise and coordinate all activities at assigned treatment plant including but not limited ensuring compliance with National Pollutant Discharge Elimination System (NPDES) requirements, OSHA compliance, storm water permits, spill containment, air permits, emergency action plans, site security and landscaping.

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Supervise use of specialized equipment involved in wastewater treatment plant operations; schedule preventive maintenance at treatment plant, pumping stations and related facilities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of wastewater treatment plant operations and maintenance.

Equipment, tools and materials used in wastewater treatment operations and maintenance activities.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct wastewater treatment operations and maintenance activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

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Interpret and analyze SCADA information.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

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

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Four years of increasingly responsible experience in wastewater treatment activities, including some lead responsibility.

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in environmental practices, chemistry and biology or a related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Wastewater Treatment Plant Operator Grade V certificate issued by the State Water Resources Control Board by date of appointment.

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