



WWTP CHIEF PLANT OPERATOR

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| Department: | Public Works | FLSA Status: | Non-Exempt |
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GENERAL PURPOSE: Under the general supervision of the Public Works Director, plans, coordinates, and oversees the operations of the City's wastewater treatment facility; directs the operation and maintenance of the City's wastewater and storm water systems; conducts inspections of treatment facilities and equipment; prepares a variety of maintenance records and reports; and supervises assigned personnel.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides oversight for the day-to-day operations of the City's Wastewater Treatment Plant including systems operation, preventative maintenance, equipment repair, and laboratory testing.
- Participates in developing, administering, and monitoring the budget for area of responsibility.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, regulatory requirements, and safety practices.
- Prepares and maintains employee work schedules; assigns work duties and monitors the quality and progress of work performed by staff.
- Conducts inspections of treatment facilities and systems; evaluates plant conditions; identifies and determines maintenance requirements.
- Monitors and ensures facilities, systems, and equipment are safely and properly maintained in accordance with applicable regulatory requirements.
- Observes and assesses operational practices; recommends and implements changes necessary to improve operational effectiveness and/or efficiency.
- Prepares, submits, and maintains a variety of wastewater treatment records, reports, and documentation.
- Advises the Public Works Director regarding plant/system operations and related issues.

JOB DESCRIPTION
WWTP Chief Plant Operator

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND four (4) years certified wastewater treatment experience at a State of California certified Wastewater Treatment facility while in possession of at least a California Grade II Wastewater Treatment Certification, including two (2) years of experience working in a lead capacity; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- California Grade II Wastewater Treatment Plant Operator Certification is required.
- Must possess a valid California Driver's License.

Required Knowledge of:

- Municipal Wastewater Division operations, policies, and procedures.
- Principles and practices of wastewater treatment.
- Municipal wastewater treatment facilities, systems, and equipment.
- Regulations governing municipal wastewater treatment operations.
- Occupational hazards and safety practices relative to wastewater treatment.
- Wastewater treatment records, reports, and documentation.
- Supervisory principles, practices, and methods.

Required Skill in:

- Overseeing and coordinating the daily operations of the City's Wastewater Treatment Plant.
- Conducting inspections of wastewater treatment facilities and equipment.
- Monitoring and ensuring the City's wastewater and storm water systems are properly maintained.
- Preparing, maintaining, and submitting wastewater treatment records and reports.
- Participating in developing, administering, and monitoring budgets.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments, outside agencies, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around wastewater treatment facilities and in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, and lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, vehicle traffic, working at heights, confined spaces, noise from equipment operation, hazardous chemicals, and infectious diseases is involved.