



WTP/D CHIEF PLANT OPERATOR

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 operation of the City's Water Division (production, treatment, distribution); directs the operational and maintenance activities of the City's water distribution and treatment systems; conducts inspections of plant and equipment; prepares a variety of maintenance records and reports; water analysis and lab work; and supervises assigned personnel. This position is intended to meet the requirement as set out in Title 22 of the California Code of Regulations for water treatment and distribution systems, and this position also serves as the Cross Connection Control Specialist for the City's water system.

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 Water Treatment Plant (Title 22 of the California Code of Regulations) and coordinates activities associated with the proper operation and maintenance of the physical facilities including process control and staff.
- Participates in developing, administering, and monitoring the budget for the water division.
- Supervises, trains, and evaluates the performance of assigned personnel; recommends disciplinary action as appropriate.
- Educates and enforces staff compliance with Departmental/City/State/Federal 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 distribution and 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 all 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 water distribution and treatment records, reports, and documentation.
- Establish and maintain effective relationships with those contacted in the course of work.

JOB DESCRIPTION

WTP-D Chief Plant Operator

- Participates along with the other system operators in the on-call rotation for water treatment and distribution systems 24 hour on-call operations as needed.
- Advises the Public Works Director regarding plant/system operations and related issues.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND at least one (1) year of experience working as a State of California Certified Water Treatment and Distribution Water Operator with a State of California Certified water system, while in possession of a State of California Department of Public Health Grade IV Water Treatment Certification (T-4), AND State of California Department of Public Health Grade III Water Distribution Certification (D-3), AND two (2) years of experience working in a lead capacity.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Current Water Treatment Operator Grade IV (T-4) Certification or higher issued by the California Department of Public Health at the time of appointment.
- Possession of a current Water Distribution Operation Grade III (D-3) Certification or higher issued by the California Department of Public Health at the time of appointment.
- Possession of a current Cross Connection Control Specialist Certification issued by a State of California accredited institution or association.
- Must maintain valid certification as a condition of continued employment,
- Ability to secure within eighteen (18) months additional licenses and/certificates pertaining to the water treatment and distribution system as mandated by any and all regulatory agencies.

Required Knowledge of:

- Principles and practices of water treatment, distribution and operations.
- Municipal water treatment and distribution facilities, systems, equipment and servicing.
- Applicable Federal, State, and local laws, codes, and regulations concerning water treatment/distribution.
- Occupational hazards and safety practices relative to water treatment and distribution systems.
- Required records, and reports, and the proper preparation of these documents.
- Machinery, equipment, tools, and materials used in the general maintenance of the treatment/distribution plant and system.
- Principles of public relations and city government.
- Supervisory principles, practices, and methods.

JOB DESCRIPTION
WTP-D Chief Plant Operator

Required Skill in:

- Overseeing and coordinating the daily operations of the City's water treatment plant and distribution system.
- Conducting inspections of water treatment facilities and equipment.
- Monitoring and ensuring the City's water treatment and distribution systems are properly maintained.
- Preparing, maintaining, and submitting water 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.
- Establishing and maintaining effective working relationships with City employees, public, and outside agencies.
- Plan, organize, supervise, assign, work schedules and evaluate the work of subordinates.

Physical Demands / Work Environment:

- Work is performed in and around water treatment and distribution facilities both at the plant and in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, lifting of objects up to 50 pounds, and working in close and confined spaces including but not limited to filters, buried enclosures, tanks etc.
- Exposure to variable weather conditions, vehicle traffic, working at heights, confined spaces, noise from equipment operation and hazardous chemicals, and infectious diseases is involved.