

CHIEF PLANT OPERATOR

DEFINITION

Plan and direct technical work involving process control, plant operation, repair and maintenance of the Water Pollution Control Facility and other facilities and programs as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Pollution Control Facility Superintendent. Exercises direct supervision over certified plant operators and other maintenance staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, schedule and operate the Wastewater Treatment Plant to ensure compliance with all applicable regulations. Plan preventative maintenance functions. Interpret alarms, meters, gauges, computerized SCADA programs, control panels, and test results to determine process control criteria. Make daily decisions regarding need for adjustments and changes in plant operation to gain improvements in plant efficiency and economy. Schedule operation and maintenance work, ordering of materials, and maintain records. Implement an ongoing preventative maintenance program and accurately maintain and compile records and reports. Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources. Oversee all plant operations and maintenance, to include telemetry communications with SCADA to the remote liftstations and storm water pump stations. Establish training of plant personnel in processes, operation of equipment, preventative maintenance, plant control, sampling and safety practices and recordkeeping. Prepare detailed operating budgets for the Water Pollution Control Facility. Compile and sign plant maintenance reports. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as the laboratory or pretreatment, ensuring tests and analysis are complete and a record of results are available for use. Respond

to inquiries or concerns from citizens and other departments and agencies. Participate with tours and public presentations related to environmental services programs. Work with consultants and contractors for plant expansions and operations. Oversee and manage maintenance contracts for plant operations. Plan and direct safety and training programs for the plant and the facility. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices necessary in operation and maintenance of a Class V 10.4 MGD Tertiary Wastewater Treatment Facility. Supervisory and training principles and practices of first line management. Use, handling and disposal of hazardous chemicals associated with wastewater treatment. Principles and practices of leadership, motivation, team building and conflict resolution. General chemical, biological and physical laboratory testing methods and procedures. Operation, use and applications of computer systems and related software. Work safety and accident prevention programs as related to wastewater treatment facilities. Budget development and expenditure control, including development of capital improvement plans. SCADA control systems and the data management needed for compliance with local, state and federal regulations. State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater and related programs. Safety programs related to wastewater treatment facilities.

Skill to:

Develop, interpret and implement Department policies. Manage, direct, coordinate, and evaluate the work of assigned personnel. Read and interpret blueprints and plans; interpret and apply laws and regulations. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Supervise and operate a 10.4 mgd Class V Wastewater Tertiary Treatment Facility. Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records. Work independently making appropriate decisions in fast paced, high-pressure situations. Interact effectively with the public and employees. Communicate clearly and concisely, both orally and in writing. Supervise and train assigned personnel.

Minimum Education and Experience:

Education:

Associate degree in a technical field related to wastewater plant operations, such as engineering, mechanical science, chemistry or biology.

Experience:

Four years of experience in work involving the maintenance and operation of a water pollution control facility, including laboratory, with at least two years of supervision in related facilities or programs.

License and Certificate:

Required upon hire possession of a valid California Driver's License. Possession of a current Grade V Wastewater Treatment Plant Operators Certificate by the State of California Water Resources Control.

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