

## **WATER RECLAMATION CHIEF PLANT OPERATOR**

### **DEFINITION**

Under general direction plans, schedules, assigns and reviews the work of water reclamation system operations staff assigned to the operation and maintenance of the water reclamation and wastewater collections facilities and systems; coordinates, monitors, and provides technical input for assigned water reclamation related projects and programs; provides technical assistance to the Public Works Director and assists in the preparation and administration of the division budget; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Director. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the Water Reclamation operations series that performs complex duties required to ensure that water reclamation facilities and systems operate safely and effectively. Responsibilities include performing the most complex standardized tests on wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Public Works Director in that the latter is a management classification responsible for organizing, assigning, supervising and reviewing the work of the entire Public Works Department.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; changes flow meter charts; makes process adjustments according to information gathered, samples collected, readings, and records.
- Performs proper usage and handling of chemicals according to industry standards, including performing safety hook-up connections for chlorine and sulfur dioxide cylinders, and handling dry sodium fluorosilicate.

- Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, chlorinators, chemical valves, agitators, bar screens, and blowers.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Confers with maintenance staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Makes minor adjustments on service equipment; maintains tools and equipment in working order.
- May operate heavy equipment such as dump trucks, depending on City needs.
- Maintains accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports.
- Maintains accurate records of gauge and meter readings, chemical test results, and work performed.
- Maintains facilities, grounds, and equipment in a clean and orderly condition.
- Uses a variety of hand and power tools and testing equipment.
- May assist in preventative maintenance and services equipment according to an established schedule; inspects facilities and equipment to determine the need for maintenance or repair.
- Writes work orders for repairs.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic and advanced arithmetic and statistical techniques.
- Basic record keeping practices.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Plan, organize, schedule, assign, and review the work being performed in area of responsibility.
- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain both manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience in the operations and/or maintenance of pumps, motors, and other water/wastewater related facilities and equipment, including at least two (2) years in a supervisory role operating a Water Reclamation Facility.

**License:**

- Valid California class C driver's license with satisfactory driving record.
- Possession of a Grade IV Wastewater Operator Certificate as issued by the California State Water Resources Control Board.
- Possession of a Grade II or higher Wastewater Collection System Maintenance Certificate is highly desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in standard wastewater treatment plants and related facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to

perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response.