

Water Reclamation Facility Lead Operator IV

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction of the Chief Plant Operator (CPO), the Lead (IV) Operator directs process control activities and supervises treatment staff, assigns, reviews, and participates in the work of staff responsible for wastewater operations maintenance and repair activities at the City's wastewater treatment plant. Covers duties for the Chief Plant Operator in the Chief Plant Operator's absence. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

IDENTIFYING CHARACTERISTICS

The Water Reclamation Facility Lead Operator IV class is the **second level supervisory position** in the City's wastewater treatment system. The Water Reclamation Facility Lead Operator IV is responsible for the operations, maintenance, and repair of the City's wastewater plant equipment and system and the direction and supervision of assigned operations staff. The incumbent in this supervisory level position is distinguished from the Chief Plant Operator in that the (CPO) level has the daily responsibility for the overall management and administration of the facility whereas the Water Reclamation Facility Lead Operator IV is responsible for plant process control and directing operations staff in that regard.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Trains under the CPO to provide Federal, State, and local reporting and other administrative duties.
2. Performs administrative duties in the absence of the CPO, including budget administration, regulatory reporting, and overall administration of the wastewater facility.
3. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for wastewater operations maintenance and repair activities of the City's wastewater treatment plant.
4. Establishes schedules and methods for providing wastewater plant services; identifies resource needs; reviews needs with the CPO; allocates resources accordingly.

5. Working with the CPO, takes a greater level of responsibility in participation in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
6. Participates in the selection of wastewater plant staff; provides or coordinates staff training; works with employees to correct deficiencies.
7. Under the direction of, and working with the CPO, participates in the preparation and administration of the wastewater treatment plant program budget; submits budget recommendations; monitors expenditures.
8. Performs the more technical and complex tasks of the work unit including maintaining and updating the wastewater hazardous materials handling procedures.
9. Assumes the daily responsibility and long-term process control planning for the operation of the plant to ensure the plant operates correctly and efficiently; responds to plant emergencies; diagnoses and solves operational problems; monitors and adjusts plant controls as necessary.
10. Train staff in new plant operations methods, procedures, and techniques; assist in employee development; enforces plant safety regulations.
11. Interfaces with and directs laboratory duties for daily testing and operational requests.
12. Directs staff for the maintenance and inventory of parts, supplies, and chemicals necessary for the efficient operations of the wastewater treatment plant; orders parts, supplies, and chemicals as necessary.
13. Performs the full range of Water Reclamation Facility Operator duties as necessary.
14. Assists in performing special projects as necessary including, studying and making recommendations on development proposals, basic site inspections, wastewater systems, and hazardous material management.
15. Maintains records concerning operations and programs including required government and in- plant records and reports; completes and submits required water quality forms.
16. Provides twenty-four hour standby as assigned.
17. Performs related duties as required.
18. Covers shifts as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a municipal wastewater treatment program. Wastewater treatment plant operations and processes.
2. Principles of supervision, training, and performance evaluation.
3. Basic principles and practices of municipal budget preparation and administration.
4. California Regional Water Quality Control Board and State Water Resources Control Board rules and regulations.
5. Advanced principles, practices, methods, and procedures for operation of a wastewater treatment plant.
6. Advanced principles of activated sludge and UV systems.
7. Advanced methods and techniques of reading and interpreting gauges, recording devices, and related system monitors.
8. Operating principles of plant equipment such as pumps and motors.
9. Tools, equipment, and procedures used in the operation and maintenance of wastewater treatment plant facilities.
10. Emergency maintenance and repair procedures related to wastewater treatment facilities.
11. Chemical and biological test interpretation used in monitoring wastewater treatment plant processes.
12. Maintenance and operation of equipment commonly found in a wastewater treatment plant.
13. Troubleshooting and exercising innovative techniques in response to mechanical problems.
14. Principles and practices of record keeping and reporting.
15. Office procedures, methods, and equipment including computers and applicable software applications such as excel and SCADA interfaces.
16. Occupational hazards and standard safety practices.

17. Pertinent federal, state, and local laws, codes, and regulations and reporting criteria.

Ability to:

1. Supervise, organize, and review the work of assigned staff involved in wastewater treatment plant operations.
2. Select, train, and evaluate staff.
3. Assume CPO duties on an interim basis
4. Recommend and implement goals, objectives, policies and procedures for providing wastewater treatment plant services.
5. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
6. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
7. Prepare clear and concise reports.
8. Participate in the preparation and administration of assigned budgets.
9. Perform technical procedures in plant operation.
10. Inspect plant operations and detect problems.
11. Maintain and repair plant facilities and equipment.
12. Operate and maintain a variety of wastewater treatment, plant equipment and facilities.
13. Monitor and maintain plant processes at an optimal and cost-effective level.
14. Adjust controls and treatment processes located in a wastewater treatment facility.
15. Read and interpret gauges and recording devices monitoring plant operations.
16. Operate assigned equipment and tools in a safe and effective manner.
17. Perform routine maintenance.
18. Follow and direct others to follow safe work practices, exercise sound judgment in response to operational problems.
19. Plan and organize work to meet changing priorities and deadlines.

20. Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
21. Work cooperatively with other departments, City officials, and outside agencies.
22. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
23. Communicate clearly and concisely, both orally and in writing.
24. Establish and maintain effective working relationships with those contacted in the course of work.
25. Perform monthly, quarterly, and annual State, Federal, and Local reporting as required

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater treatment plant operations and/or maintenance.

Completed courses in supervision and management are highly preferred.

Experience:

Four (4) years of responsible experience related to the operation and maintenance of a wastewater treatment facility.

Supervisory experience and experience with extended aeration processes preferred.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

Possession of a California Wastewater Treatment Plant Operator Grade III certificate at time of hire and California Wastewater Treatment Plant Grade IV certificate issued by the State Water Resource Control Board within 6 months of hire.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Wastewater treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in a wastewater treatment plant and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Date Established:

Date Revised: July 14, 2026