

Water Reclamation Facility Senior Operator

*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 Water Reclamation Facility Chief Plant Operator and the Lead Operator IV, the Senior Operator supervises, assigns, reviews, and participates in the work of staff responsible for wastewater operations, maintenance, and repair activities on an assigned shift at the City's wastewater treatment plant; 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 Senior Operator class is the first level supervisory position at the City's Water Reclamation Facility. The Water Reclamation Facility Senior Operator is responsible for the operations, maintenance, and repair of the City's wastewater plant equipment and system and supervision of an assigned shift. The incumbent in this supervisory level position is distinguished from the Chief Plant Operator and Lead Operator IV in that the Lead Operator IV has the responsibility to direct overall process control measures and direct overall maintenance activities of the facility, the Chief Plant Operator maintains overall management and administrative responsibilities of the facility, and the Water Reclamation Senior Operator is responsible to ensure that direction from the Lead Operator IV (or Chief Plant Operator) is carried out on an assigned shift or activity.

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. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for wastewater operations maintenance and repair activities on an assigned shift of the City's wastewater treatment plant and collection activities.
2. Establishes schedules and methods for providing wastewater plant services; identifies and communicates resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates 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.

4. Participates in the selection of wastewater plant staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the wastewater treatment plant program budget; submits budget recommendations; monitors expenditures.
6. Performs the more technical and complex tasks of the work unit including maintaining and updating the wastewater hazardous materials handling procedures.
7. Inspects and checks the operation of the plant to ensure the plant is operating correctly; responds to plant emergencies; diagnoses and solves operational problems; monitors and adjusts plant controls as necessary.
8. Trains staff in new plant operations methods, procedures, and techniques; assists in the development and monitoring of the plants safety programs; enforces plant safety regulations.
9. Sets up the laboratory for daily testing and operation including the calibration of equipment; conducts laboratory testing of wastewater; analyzes results; performs calculations; makes adjustments as necessary; records results.
10. Maintains an inventory of parts, supplies, and chemicals necessary for the efficient operations of the wastewater treatment plant; orders parts, supplies, and chemicals as necessary.
11. Performs the full range of Water Reclamation Facility Operator duties as necessary.
12. Assists in performing special projects as necessary including, studying and making recommendations on development proposals, basic site inspections, wastewater systems, and hazardous material management.
13. Maintains records concerning operations and programs including required government and in- plant records and reports; completes and submits required water quality forms.
14. Provides twenty-four hour standby when assigned.
15. Performs related duties as required.
16. 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 basic 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 disinfection.
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. Advanced laboratory methods including sampling techniques.
12. Chemical and biological tests used in monitoring wastewater treatment plant processes.
13. Maintenance and operation of equipment commonly found in a wastewater treatment plant.
14. Troubleshooting and exercising innovative techniques in response to mechanical problems.
15. Principles and practices of record keeping and reporting.
16. Office procedures, methods, and equipment including computers and applicable software applications.
17. Occupational hazards and standard safety practices.
18. Pertinent federal, state, and local laws, codes, and regulations.

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 the 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.

Experience:

Three (3) years of responsible experience relative to the operation and maintenance of a wastewater treatment facility.

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 issued by the State Water Resources Control Board.

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.