

## **OLIVEHURST PUBLIC UTILITY DISTRICT**

### **WWTF CHIEF PLANT OPERATOR**

#### **DEFINITION**

Under the general direction of the General Manager, supervises the operation of the Wastewater Treatment Facility. The Chief Plant Operator has primary responsibility of the operators and for compliance with National Pollution Discharge Elimination System (NPDES) reporting. Incumbents are also expected to work independently, supervise and direct the work of subordinate personnel.

#### **EXAMPLE OF DUTIES**

- Responsible for the overall operation of the wastewater treatment facility, including safety and regulatory compliance.
- Plans, schedules and supervises the work of plant operators.
- Supervises the operation and adjustment of wastewater treatment plant set points, equipment, and machinery such as valves, pumps, motors, motor control panels, and other plant equipment.
- Reviews Supervisor Control And Data Acquisition (SCADA), process control computer alarms and reports
- Manages process controls to comply with NPDES standards.
- Writes necessary reports to regulatory agencies; communicates with regulatory staff concerning the plant's performance.
- Supervises the lubrication, packing, cleaning, and adjusting and the making of repairs to pumps, valves, gear cases, reduction units, and other mechanical equipment as required.
- Reviews analytical data for trend analyses.
- Responds to customer/citizen complaints and comments both verbally and in writing.
- Trains new plant operators and other employees in work operations and job safety.
- Guides groups of visitors through the plant.
- Supervises, evaluates, and assigns the work of subordinate personnel.
- Motivates employees to perform to the best of their abilities, evaluates employee job performance, and initiates recognition and disciplinary procedures where appropriate.
- Has the ability and willingness to foster a team environment relationship within the Water/Sewer Department and with other District employees in the course of daily activities.
- Develops and maintains positive public relations with emphasis on customer service.
- Committed to staff development and cooperative management practices.
- Fosters employee empowerment in the delivery of services.

- Performs other duties and assumes other responsibilities as apparent or as delegated.
- Gathers data to be input into annual budget.
- Will perform some purchasing functions.

## DESIRABLE QUALIFICATIONS

Knowledge of:

- The principles of wastewater treatment plant operations and maintenance; operating principles of valves, pumps, motors, motor control panels, and other plant equipment.
- Basic laboratory tests for wastewater and sludge analyses.
- Safety and hazards associated with wastewater treatment including confined space entry and chemical hazards.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Regulatory requirements, e.g. Title 40, Code of Federal Regulations, Title 23, California Code of Regulations.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Effectively working with employees; problems or concerns.
- Analyzing administrative and organizational problems and make appropriate recommendations.
- Coordinating multiple projects and meeting deadlines.

Ability to:

- Work any shift, holidays, and weekends.
- Communicate effectively, both orally and in writing.
- Carry out policies of the District.
- Maintain discipline and enforce rules, regulations, and procedures.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Stay abreast of new products and procedures.
- Use a personal computer and job-related software applications.

## **JOB QUALIFICATION REQUIREMENTS**

### **Minimum requirements:**

- Equivalent to the completion of the twelfth grade.
- Possession of Grade IV Wastewater Certificate.
- Possession of valid California Drivers License.
- Must be insurable by District's auto liability insurer.
- Five years of increasingly responsible experience in performing journey level wastewater treatment plant operations and maintenance to demonstrate possession of the required knowledge and abilities.
- Two years of supervisory experience is highly desirable.

## **SPECIAL REQUIREMENTS**

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

**Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.**