



## CHIEF PLANT OPERATOR

### **DEFINITION**

Under general direction, supervises and monitors the operational activities of the District's water reclamation facility and processes; evaluates, tests, and analyzes plant processes for wastewater collection and treatment infrastructures to ensure facility operations function at optimal efficiency and are in compliance with all local, state, federal, and regulatory agencies; monitors and evaluates existing processes for improved operational effectiveness; prepares a variety of administrative and regulatory reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over technical and maintenance staff.

### **CLASS CHARACTERISTICS**

This is a management classification in the Wastewater Operator series that exercises independent judgment on diverse and specialized water reclamation operations and maintenance activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

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

- Plans, manages, and oversees the daily functions, operations, maintenance, construction, and activities of the District's water reclamation facilities and processes.
- Supervises, plans, organizes, and develops evaluation plans, work processes, and facility performance guidelines and objectives to ensure regulatory compliance.
- Assists with the preparation, administration, and monitoring of the section budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding; authorizes payment of invoices; performs a variety of operational calculations to improve operations and reduce costs.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Monitors, tests, evaluates, and develops operational treatment processes to ensure water reclamation operations function efficiently and with minimal interruptions.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

- Reviews, coordinates, and implements local, state, and federal laws and regulations associated with water reclamation process operations to ensure compliance.
- Prepares, reviews, authorizes, and submits a variety of operational reports, regulatory reports, recommendations, and correspondence.
- Oversees the operation of CCTV (closed circuit television) relative to the collection system maintenance and repair; locates sewer lines for Underground Service Alert (USA Dig-Alert) requests; coordinates FOG (Fats, Oils, and Grease) Program inspections and reports; coordinates bug and rodent control; maintains collections systems maps, schedules, and records.
- Provides, plans, and implements training of operation staff on new or revised operational methods, processes, and procedures; reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; provides technical advice and assistance to operations personnel when needed.
- Serves as the Plant's Laboratory Director and oversees all sample collections and laboratory tests; analyzes test results for regulatory compliance reports and adjusts the operations accordingly.
- Maintains files, databases, and records related to water reclamation activities; prepares a variety of written reports, memoranda, and correspondence.
- Oversees, coordinates, inspects, reviews, and evaluates the performance of construction, expansion, renovation, and repair of water reclamation plants, systems, and facilities to ensure conformance to District's standards and regulatory mandates.
- Represents the District in meetings with members of other public and private organizations, contractors, and developers, to coordinate operational and regulatory compliance issues.
- Responds to emergency situations, as necessary.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures to ensure operational compliance.
- Principles, practices, methods, and techniques used in monitoring, evaluating, planning, and implementing effective plant processes of a large, state-of-the-art water reclamation facility.
- Principles and methods of operating pumps, valves, motors, engines, and electronic and computerized control systems, chemicals, and bacteriological and biological analyses associated with wastewater treatment processes.
- Occupational hazards and standard safety practices and regulations pertaining to the operation of a water reclamation facility; safe driving principles and practices.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Identify, develop, and implement goals, objectives, action plans, practices, policies, standard operating procedures, and work standards in collaboration with other department managers.
- Assist with the preparation, administration, and monitoring of the section's operating budget; perform a variety of operational calculations to improve operations and reduce costs.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Analyze complex water reclamation system processes and operational issues and problems, evaluate alternatives, and reach sound conclusions and recommendations for action and improvement.
- Perform mathematical calculations to ensure proper dosing, blending, chemical storage, and water reclamation system capacity is maintained to meet all state and federal regulations.
- Read and interpret analytical data and make mathematic calculations related to process control techniques.
- Monitor and maintain facility processes at an optimal and cost effective level.
- Read and interpret meters, gauges, schematic drawings, diagrams, and blueprints.
- Review plans and as-builts to identify and understand layout, design, and purpose.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct and adhere to proper safety practices and procedures.
- Understand and follow oral and written instructions.
- Direct the establishment and maintenance of a variety of filing, recordkeeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

**Education:**

- Possession of a high school diploma or G.E.D. required.

**Experience:**

- Six (6) years of increasingly responsible experience in the process control operation of a wastewater plant, or a related field, including three (3) years in a lead or supervisory capacity.

**Licenses and Certifications:**

- Possession of a valid California Class “B” Driver’s License, to be maintained throughout employment.
- Possession of a valid Grade IV California Wastewater Treatment Operator’s Certificate issued by the California State Water Resources Control Board, to be maintained throughout employment
- Possession of a valid Grade I Collection System Maintenance certificate from the California Water Environment Association, to be maintained throughout employment.
- Possession of, or successful acquisition within 18 months of employment, a valid Grade II Collection System Maintenance certificate from the California Water Environment Association, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, a valid Grade I Laboratory Analyst certificate from the California Water Environment Association, to be maintained throughout employment.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; color vision to visually inspect water samples with color shifts for results, identify calibrations standards, and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 45 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, 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 in interpreting and enforcing departmental policies and procedures.

**OTHER REQUIREMENTS:**

This is a safety sensitive position subject to drug testing, including random drug testing, pursuant to the

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District's Employee Drug and Alcohol policy and guidelines established by the U.S. Department of Transportation ("DOT") in accordance with Title 49 CFR Part 40.