



CLASSIFICATION SPECIFICATION

LEAD WASTEWATER TREATMENT PLANT OPERATOR

DEFINITION:

Under general direction, operates and maintains the District's wastewater treatment plants and sanitary sewer collection systems; regulates flows within the system; performs sample collection and laboratory testing; checks operations and monitors equipment for proper functioning of facilities; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced, lead level class that serves as second in command under the Chief Plant Operator for the performance of wastewater treatment plant operations work. Incumbents perform and lead others in the full range of wastewater treatment plant operations with minimal supervision, and may also perform the most complex aspects of work. This class is further distinguished from Wastewater Treatment Plant Operators in that the Lead position assists in prioritizing and scheduling of work; assists in training staff; and assists with recordkeeping and regulatory reporting. The incumbent may assume the duties of the Chief Plant Operator in his/her absence.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Chief Plant Operator. Exercises lead direction over Wastewater Treatment Plant Operators.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Performs and leads others in plant operational and maintenance duties, such as wasting sludge loads; adjusting valves; collecting information from dials, meters, gauges; inspects and checks for worn or broken v-belts, motors, automatic controls, skimmers and rotors; lubes equipment and changes pump seals.
- Leads and participates in the work of operators relative to the maintenance, and repair of the Collections system including jetting main lines, overflow response, clearing stoppages and responding to customer issues.
- Leads and participates in the work of operators relative to the operation of CCTV (closed circuit television) for Collection system maintenance and repair; locates sewer lines for Underground Service Alert requests; assists in FOG (Fats, Oils and Grease) Program inspections and reports; performs bug and rodent control; maintains Collections systems maps, schedules and records.

- Operates a variety of construction equipment, such as front-end loaders, air compressors, jackhammers, CCTV (closed circuit television) equipment, and a variety of hand tools and small equipment.
- Assists the Chief Plant Operator with sample collections and laboratory tests; participates in analyzing test results for regulatory compliance reports, and adjusts the operations accordingly.
- Maintains a variety of records and logs; collects data and assists in preparing a variety of reports for regulatory agencies.
- Assists the Chief Plant Operator with preparing, maintaining and updating a variety of plans, reports and permits including but not limited to: Sewer Systems Management Plan, Permits and Reports; Sanitary Sewer Overflow Response Plan; State Certified Laboratory Quality Assurance Manual and Permit; Storm Water Pollution Prevention Plan, Permit and Reports; Hazardous Materials Permit, Business Plan and Reports; South Coast Air Quality Management District Permits; the State and Regional Water Quality/Resources Control Board Reports and Permits; the Environmental Protection Agency and ADEQ Annual Sludge Disposal reports.
- Trains, leads and provides input relative to the performance of Wastewater Treatment Plant Operators.
- Maintains and updates records of Plant operations work performed by Operators.
- Leads crews performing emergency repair work; may coordinate work with outside repair services as required.
- Assures adequate inventory of parts and supplies.
- Participates in staff meetings; provides training and conducts work evaluations; assists the Chief Plant Operator acts as Safety Officer for the Plant; updates the Material Safety Data Sheets (MSDS) manuals; assists with the Confined Space Entry Program.
- Assists in developing short-term and long-range district planning for maintenance, construction and repairs to the Plant and Collection systems.
- Provides lead supervision, training, and work evaluation for staff.
- Gathers information and prepares a variety of reports for operations related to Plant operation and Collection maintenance activities.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, District staff and Board, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works overtime, weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker; serve "on-call" or "stand-by" on a regular basis.

- May act as Chief Plant Operator in his/her absence.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Combination of office and field environment.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds; stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work.
- Work in an environment with exposure to dust, dirt, hazardous materials, exposure to raw domestic sewage, chemicals, confined space entries, trenches, and significant temperature changes between cold and heat; stand and walk for extended time periods.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education, training and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and a minimum of three (3) years of increasingly responsible experience in wastewater plant operations including maintenance, repair, treatment, collections, laboratory and regulatory reporting responsibilities.

License/Certificate:

Possession of a valid Class B California driver's license and satisfactory driving record.

Possession of a Grade 3 Wastewater Treatment Plant Operator certificate from the California State Water Resources Control Board.

Possession of, or ability to obtain, a Grade 2 Collection System Maintenance certificate from the California Water Environment Association within thirty-six (36) months of hire date or within 18 months if already holding a valid Grade 1 Collection System Maintenance certificate.

Possession of a Grade 1 Collection System Maintenance certificate from the California Water Environment Association.

Possession of, or ability to obtain, a Grade 1 Laboratory Analyst certificate from the California Water Environment Association within eighteen (18) months of hire date.

Possession, or ability to obtain, of a CPR/First Aid Certification within one (1) year of appointment date.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Principles, practices, and procedures of wastewater treatment plant operations and sanitary sewer collection systems.
- Standard methods of bacteriological and chemical sewage sample collection, analyses and laboratory work, operational adjustments, and regulatory compliance.
- Installation, maintenance, repair, and testing of wastewater treatment plant equipment.
- Equipment inspection, maintenance and repair.
- Laws, regulations, codes and ordinances applicable to wastewater systems and safe work practices.
- District policies and procedures regarding customer service and relations.
- Principles of employee supervision including training, development and performance evaluation.
- Principles of budget administration.

Ability to:

- Perform and lead others in the operation of a Wastewater Plant and collection system.
- Lead, train, and direct the work of assigned employees.
- Participate in the implementation and evaluation of a full range of wastewater plant, collections, laboratory, reporting and regulatory functions.
- Perform a variety of maintenance work at wastewater treatment plants and pumping stations.
- Operate and read plant measurement and recording equipment, interpret results and make adjustments.
- Perform standard water quality tests.
- Use proper safety precautions while working with chemicals.

- Evaluate operational and administrative situations and work with management to formulate effective strategies and solutions.
- Recognize priorities and organize work.
- Interpret and apply laws, codes, regulations, policies and procedures.
- Maintain accurate records.
- Prepare clear and concise oral and written reports.
- Understand and follow oral and written directions.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle and heavy equipment when required in the course of performing work duties.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with community organizations, District staff and Board, and the general public.
- Operate a computer and related software at an intermediate level.

STATUS: Non-Exempt

Revised: April 25, 2015