

CHIEF PLANT OPERATOR (WASTEWATER)

PURPOSE

Manages, supervises and participates in the day-to-day operation and maintenance of the City of Dixon's ("City") Grade III, Activated Sludge Wastewater Treatment Facility, laboratory facilities, industrial pretreatment program, related property and equipment to ensure compliance with Local, County, State and Federal regulations; WDR limitations, effluent limitations and ensuring that operators-in-training are supervised directly as required by State Regulations; and performs related and other work as required.

WORKING CONDITIONS

This position includes field, laboratory and office activities. Field activities involve exposure to noxious odors, dangerous gases, strong acids, heights, confined spaces, extremes in weather conditions, hazardous materials, airborne particles, noise, water hazards, heavy equipment operation and traffic hazards. Laboratory activities involve exposure to noxious odors, dangerous gases, strong acids, hazardous materials, airborne particles, noise and water hazards.

Conditions may include occasional attendance at evening City Council meetings; night, weekend, and holiday hours will be required on a rotating schedule for 24/7 standby and weekend/holiday rounds. Night and/or weekend shifts may be required during major shuts downs and/or unusual/emergency operating conditions.

PHYSICAL DEMANDS

Moderate lifting (up to 50 pounds); reaching, stooping, climbing, crawling, sitting and standing. Work also emphasizes speech, vision and hearing activities.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class are fully qualified plant operators, certified by the California, State Water Resources Control Board, Office of Operator Certification at a grade III level or higher; with the responsibility for the overall efficient operation and maintenance of the city's grade III, activated sludge wastewater treatment facility and equipment. This class is a full time, first-line supervisory level in the Wastewater System Operator series. Incumbents have responsibility for resolving employee complaints, ensuring that departmental rules and regulations are followed, preparing employee performance evaluations and preparing city council reports. Receives general direction from the City Engineer/Director of Utilities or his/her designee. Duties are performed without immediate supervision. The majority of operational and maintenance decisions are made at this level; however, unusual operating conditions or emergencies are discussed with management.

Provides direct supervision over all assigned wastewater operations staff.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Manages, supervises and participates in the operation and maintenance of the wastewater treatment plant, and facilities to control the flow and processing of wastewater; and is personally responsible for the quality of the effluent discharge.

Manages, supervises and participates in the operation of the laboratory facilities, industrial pretreatment program and other programs assigned to the facility.

Collects wastewater, monitor well, industrial pretreatment, and storm water samples related to wastewater treatment facility site discharge and performs laboratory testing and analysis as necessary.

Inspects and troubleshoots the wastewater treatment plant and facilities to determine needed operational changes, repairs and maintenance. Determines priorities, methods, and sequence of work necessary to ensure efficient and safe operations of the wastewater treatment facility.

Schedules, coordinates, assigns, and supervises the work of subordinate personnel. Inspects and reviews the work in progress and upon completion. Answers questions, provides on-the-job instruction; enforces departmental and personnel rules; and evaluates employee performance.

Ensures that all safety precautions are adhered to by personnel working around the wastewater treatment facility and related equipment.

Operates a variety of light and heavy equipment such as sewer cleaning equipment, pesticide application equipment, Ag tractors, dump truck, backhoe, and loader. Operates a variety of hand and power tools. Instructs others on the proper and safe use and care of such equipment.

Responds to a variety of complaints, requests for information, assisting other departments and emergency calls.

Keeps management informed of operational problems, work in progress, and actual or potential delays.

Ensures that all wastewater plans, programs, procedures and manuals are up to date.

Prepares a variety of written reports regarding the wastewater treatment facility to confirm and document compliance with department policy, and Local, County, State and Federal requirements.

ESSENTIAL JOB FUNCTIONS – Continued

Maintains a variety of records including State required records, daily logs, laboratory logs, work orders, timesheets and budget expenditures.

Compose and prepare information for staff reports, resolutions, contracts, agreements, charts, tables, and spreadsheets.

Orders supplies and materials. Ensures safe storage and adequate inventory for efficient operation of the wastewater treatment facility.

Assists in determining the need for outside contractors. Coordinates with contractors, monitors their work, and determines if the work complies with specifications.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Responsible for the overall operation and maintenance of the wastewater treatment facility including compliance with effluent limitations established in the plant's waste discharge requirements and ensuring that operators-in-training are supervised directly as required by Title 23 Water, Division 3, Chapter 26, Article 1, §3682 of the State regulations.

OTHER JOB FUNCTIONS

Assists in the maintenance of other Public Works/Utilities facilities such as sanitary sewer collection systems, streets, parks, and buildings as needed.

Performs general facilities and grounds upkeep including painting, mowing, spraying, discing, road and pond/levee maintenance.

Assists in budget preparation and control.

Provides input into selection, evaluation, disciplinary and other personnel matters; counsels employees as required.

Assists in the development and planning of wastewater facility improvements such as the procurement of new equipment, and expansion or modification of the facilities and systems.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of terminology, principles, procedures, mathematics, materials, tools and equipment used in operating and maintaining an activated sludge wastewater treatment facility and related systems. Knowledge of related Local, County, State and Federal laws and regulations governing the treatment and disposal of wastewater and sludge, laboratory and industrial pretreatment program; knowledge of Supervisory Control and Data Acquisition (SCADA) control systems, Programmable Logic Controller (PLC), Computerized Maintenance Management System (CMMS), and Laboratory Information Management Systems (LIMS).

Knowledge of hydraulics, measuring devices, pumps, mixers and other wastewater equipment; of chemical and bacteriological wastewater characteristics; of occupational hazards and standard safety precautions necessary in this type of work; of principles and practices of effective employee supervision, including training and performance evaluation.

Ability to effectively supervise and operate a wastewater treatment facility, laboratory operations and the industrial pretreatment program; to develop, interpret and implement department policies; plan, organize, and implement a comprehensive program for the maintenance and operations of the wastewater treatment facility; ability to demonstrate proficiency in the operation of the full range of equipment used in a wastewater treatment facility; to use a variety of computer software to control plant processes; to instruct others in the safe operation and maintenance of all equipment; to locate and diagnose operational problems and adopt effective courses of action; to perform routine laboratory tests; to accurately read, interpret, and record data from gauges and meters; to demonstrate aptitude in practical mathematics; to read, write, and provide critical review of technical reports; to read and understand legislative regulation and legal text of laws.

Ability to supervise, train and evaluate the work of assigned personnel; to estimate needed materials and labor, and secure sufficient quantities; to read and understand plans, blueprints and specifications; to supervise, train, and evaluate less experienced personnel; to work effectively without immediate supervision; to communicate clearly and concisely, both orally and in writing; to prepare a variety of reports, spreadsheets and maintain accurate records; to meet the physical requirements of the job; and to establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of twelfth grade supplemented by specialized training in wastewater treatment or a related subject.

Associate's degree in a technical field related to wastewater treatment and facilities operations or closely related field, such as water treatment, engineering, environmental science, chemistry or biology is desirable.

Experience:

Three years of increasingly responsible experience involving the operation and maintenance of a wastewater treatment plant. One year of lead or supervisory experience is highly desirable.

Other Requirements:

Must possess a current Wastewater Treatment Plant Operator Grade III Certification or higher issued by the California, State Water Resources Control Board, Office of Operator Certification.

Possession of a Class B Commercial motor vehicle operator's license, with tank and air brake endorsements may be required in order to successfully complete the probation period at the discretion of the Department Head

Possession of, or ability to obtain, a California Department of Pesticide, Qualified Applicator's Certificate (QAC) within one (1) year from assignment may be required.

Possession of, or the ability to obtain, a valid American Red Cross or equivalent, Adult CPR/AED Certificate within 6 months from appointment.

Possession of, or the ability to obtain, a valid Forklift Operator Safety Training Certificate within 6 months of appointment.

Possession of a valid California Water Environmental Association (CWEA) Collections Systems Maintenance Grade I certificate or higher is desirable.

Possession of a valid California Water Environmental Association (CWEA) Plant Maintenance Technologist Grade I certificate or higher is desirable.