

## CHIEF WASTEWATER TREATMENT PLANT 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.*

### **JOB OBJECTIVES**

Under general direction, to supervise, assign, review and participate in the work of staff responsible for the operation and maintenance of the wastewater treatment plant, sewage pump stations and related equipment; to ensure compliance with NPDES permit requirements; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for the operation and maintenance of the wastewater treatment plant, sewage pump stations and related equipment.
2. Establish schedules and methods for providing wastewater treatment plant operations and maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the work unit including interpreting results of laboratory tests to make operational adjustments, pump settings, chemical feed settings and other necessary changes to maintain compliance with State and Federal regulations.
6. Oversee and conduct chemical and microbiological tests and sampling of raw and treated water; prepare test solutions; record test results; prepare monthly reports.
7. Perform preventive and emergency maintenance and repairs to all mechanical, electrical and piping components related to the treatment plant and pump stations; maintain surrounding buildings and grounds.
8. Participate in sewer collection system maintenance; clean sewers with high-pressure sewer cleaner or vacuum truck.

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9. Utilize flow logging equipment to monitor sewer collection system inflow and infiltration; install pump link equipment at pump stations to monitor operations; download information from flow logging equipment and pump link units onto computer.
10. Maintain inventory of chemicals, lubricants and spare parts/equipment necessary for pumping and treatment operations; order supplies as needed.
11. Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
12. Prepare analytical and statistical reports on operations and activities.
13. Participate in the preparation and administration of the wastewater treatment program budget; submit budget recommendations; monitor expenditures.

**AUXILIARY FUNCTION STATEMENTS**

1. Perform laboratory analyses at water filtration plant; monitor wells; respond to and troubleshoot problems with pump systems; assist in emergency distribution system repairs.
2. Follow all safety rules and procedures established for work area.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a municipal wastewater treatment program.

Principles, practices, materials, chemicals and operating procedures related to the operation and maintenance of a modern wastewater treatment plant.

Methods and techniques of conducting laboratory tests and procedures related to water and wastewater treatment analysis.

Tools, equipment and procedures used in the operation and maintenance of wastewater treatment plant and pumping facilities.

Emergency maintenance and repair procedures related to wastewater treatment facilities.

Principles and applications of chemistry and microbiology.

Mathematical principles.

Principles and practices of record keeping.

Principles of business letter writing and report preparation.

Principles of supervision, training and performance evaluation.

Occupational hazards and standard safety precautions.

Pertinent Federal, State and local laws, codes and regulations.

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**Ability to:**

Supervise, organize and review the work of lower level staff.

Select, supervise, train and evaluate staff.

Supervise and participate in the work of wastewater treatment plant operators.

Conduct laboratory tests and procedures related to water and wastewater treatment in accordance with State and Federal regulations and requirements.

Diagnose operational problems and perform effective maintenance on equipment

Ensure compliance with NPDES permit regulations.

Maintain accurate and detailed logs and records of work and laboratory tests performed.

Operate assigned equipment and tools in a safe and effective manner.

Operate modern office equipment including computers to manage data and control the operation of automated equipment.

Interpret and explain City policies and procedures.

Prepare clear and concise technical and administrative reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**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:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in wastewater treatment plant operations and/or maintenance or a related field.

**Experience:**

Four years of increasingly responsible experience in the maintenance and operation of a wastewater treatment plant and pumping facility, including one year of administrative and supervisory responsibility.

**License or Certificate**

Possession of an appropriate, valid commercial driver's license with proper endorsements.

Possession of an appropriate, valid Washington State Treatment Works Operations certificate as required by the Department of Ecology.

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**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands 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 these essential job functions.*

**Environment:** Water and wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals, electrical energy; work in or with water.

**Mobility:** Light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles.

**Vision:** Visual acuity to operate assigned machinery and equipment.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

