
CHIEF TREATMENT PLANT OPERATOR

Department: Production
Range:

FLSA Status: Non-Exempt
Effective Date: November 1, 2015

General Purpose

Under general direction of the Superintendent/Chief Operator, supervises, assigns, reviews, and participates in the work of staff responsible for the performing a variety of tasks associated with the planning and operation of the District's water treatment and distribution, water quality, and related technical treatment processes; oversees and participates in maintaining and operating the Oliver P. Roemer Treatment Plant and other treatment facilities. Assists in developing and operating on-going programs in water treatment evaluation and plant optimization; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assign, evaluate and supervise the work of the water treatment plant operators who are responsible for performing a variety of tasks associated with the operation of the District's extensive water treatment and distribution system and water quality duties; ensure completion of assigned duties for appropriate quality and timeliness.
- Maintains records concerning operations and programs; prepares reports on operations and activities; performs the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term water quality activities.
- Write and conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.
Interrelates effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
- Takes appropriate water analyses and has authority to make decisions and direct support personnel in maintaining operations of the District Water Filtration and Treatment Plant during his/her assigned shift.

- Serves on a rotating shift and serves “on call” with a District cell phone after hours, weekends and holidays which fall within the assigned shift.
- Leads and participates in the work of operators engaged in the preventative maintenance of the Water Filtration Treatment Plant and related equipment.
- Assists in scheduling equipment maintenance and overseeing on-site contractors’ performance.
- Inspects, operates, and maintains a variety of equipment; makes operating adjustments as needed.
- Takes, tests, and records regular water samples; assists with special water quality testing.
- Maintains and operates disinfection equipment and makes chemical adjustments as necessary; responds to all chlorine alarms as a member of the District's Emergency Response Team.
- Checks, and records meters and other gauges; adjusts and calibrates instruments; takes and logs a variety of readings.
- Performs a variety of construction and maintenance of all equipment at the Water Filtration Treatment Plant.
- Accounts for materials and equipment, including ordering and maintaining chemical and water treatment supply inventory.
- Prepares and reviews all related reports; maintains historical reports and water quality results in an organized manner.
- Assists in the review of plans, specifications, and regulatory requirements.
- Assists in the preparation of the District’s Consumer Confidence Report.
- Records findings, prepares reports, and maintains logs.
- Performs a variety of skilled and semi-skilled water system repairs and
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in water treatment and distribution; directs the incorporation of new developments into program areas, as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.

- Assists and participates in the development and administration of the Operations Division's annual budget.
- Reads, understands, and ensures compliance with the WVWD Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
- Assists in the administration of reactive and preventative maintenance activities for the water treatment and distribution system.
- Coordinates and schedules routine maintenance and daily work duties of the water treatment plant operators; maintains computerized records of maintenance scheduled and completed.
- Maintain and implement a preventative maintenance program; repair and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks and reservoirs.
- Evaluate job sites and determine personnel, equipment and material needs; requisitions needed materials and supplies; communicates with appropriate personnel regarding field conditions while work is in progress.
- Regular attendance at the work site.
- Performs other related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Practices and procedures related to the water treatment and distribution equipment and processes.
- Operational characteristics of mechanical equipment and tools used in the area of work assigned.
- District service area and locations of water facilities and equipment. Relevant local, state and federal laws, regulations and guidelines.
- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.
- Safety methods and regulations pertaining to all facets of utility work.
- Water distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of a Water Filtration Treatment Plant and related equipment.
- The California Code of Regulations, Title 22.
- Automatic control valves, system analyzers, and their maintenance.
- Calculations for optimal chemical feed adjustments.

- Operation of telemetry equipment/SCADA system and system alarm mechanisms.
- Domestic water sampling techniques and chlorination equipment/control.
- Safe work practices.

Ability to:

- Supervise, assign, inspect and evaluate the work of others.
- Make independent technical decisions to maintain proper treatment processes.
- Diagnose complex operating problems and take effective courses of action.
- Communicate effectively, both verbally and in written formats.
- Motivate and evaluate staff and provide for their training and development
- Develop and implement work standards.
- Prepares and concise records, reports and other written materials.
- Exercise independent judgment and initiative within established guidelines.
- Positively and constructively interact with water treatment plant operators and others encountered in the course of the work.
- Establish and prioritize action items and multitask effectively. Use creative thought to problem solve including the use of new and innovative technologies and techniques.
- Participate in groups and committees that affect District operations, policies and procedures.
- Use Microsoft Outlook including accessing forms within public folders, send and receive email and use the calendar and scheduling functions effectively. Properly and safely operate a variety of light-, medium- and heavy-duty construction equipment. Perform all related tasks with advanced journey-level skill.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work on Water Filtration Treatment Plant and equipment.
- Compile, evaluate, and analyze operational data and perform appropriate actions.
- Independently perform the most complex, skilled, and responsible aspects of water production and treatment work.
- Determine work methods and materials for assigned jobs.
- Make mathematical calculations accurately.
- Maintain accurate statistical records.
- Read and interpret a variety of charts and gauges.
- Perform skilled responsible water system maintenance duties at an advanced journey level.
- Perform heavy physical labor.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.
- Work under emergency conditions, day or night, and be willing to work when called any time during a 24-hour period.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A high school diploma or satisfactory equivalent, and

Experience:

A minimum of five (5) years of progressively responsible experience in the preventative maintenance of pumps, wells, water filtration plants and related equipment including 2 years of lead and supervisory responsibility.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade V Water Treatment Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of a valid, Grade III Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Completion of one (1) semester of Cross-Connection/Backflow Prevention training.

Completion of forty (40) hours of Hazardous Waste Response Training.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.