



## **CHIEF PLANT OPERATOR – WASTEWATER JOB DESCRIPTION**

### ***Open-Competitive Recruitment***

***(Salary: \$79,032 - \$97,032/Annually – 7/1/2022)***

#### **DEFINITION:**

The Chief Plant Operator (Grade III) will be responsible for the day-to-day activities of the City's Wastewater Treatment Plant (WWTP) and will report directly to the Public Works Director. The position is also responsible for providing operations management, including Waste Discharge Requirements (WDR)/National Pollutant Discharge Elimination System (NPDES) permit compliance, process control, and operator development.

The ideal candidate will be technically experienced in wastewater treatment standards and practice and should be familiar with state and federal regulations for the treatment and discharge of wastewater, as well as the general maintenance of a wastewater treatment facility. Experience with activated sludge and UV disinfection is preferred. The candidate will be responsible for ensuring the current treatment processes continue to meet all WDR/NPDES, state and federal requirements for treatment and discharge. Additionally, the ideal candidate should demonstrate the interpersonal and management skills necessary to build relationships, communicate effectively, lead staff by example and work cooperatively in a team environment. Experience with SCADA and CMMS is essential.

#### **SUPERVISOR ROLE:**

This position exercises supervision over the Maintenance and Utility Fieldworker I (Sewer) and Journeyman Maintenance and Utility Fieldworker (Sewer) and all service contractors.

#### **EXAMPLE OF DUTIES:**

- Plans, organizes, directs, and reviews all wastewater treatment plant operations, including primary and secondary treatment, and biosolid processing
- Develops and implements goals and objectives, evaluate organizational procedures and work standards; provides technical assistance to staff; prepares staffing, material, and equipment estimates for projected activities, and implements changes
- Inspects and evaluates work being performed; identifies problem areas and directs remedial action
- Responds to inquiries and complaints from the public
- Prepares, reviews, and maintains a wide variety of electronic/online and written reports, periodic progress reports, maintenance requests, requisitions and accident reports
- Investigates legal claims against the City related to wastewater treatment activities
- Prepares budget requests for wastewater treatment operations, maintenance and capital activities
- Participates in long-term planning to assess future needs; researches new operation methods, techniques, and equipment and makes recommendations
- Ensures work activities are carried out in a safe and efficient manner

- Procures and maintains an adequate inventory of necessary tools, materials, equipment and supplies
- Reviews or prepares plans and specifications for contract work; inspects work performed to ensure compliance to standards
- Prepares, reviews, and updates computerized and written maintenance instructions and schedules
- Utilizes and manages a Computerized Maintenance Management System
- Coordinates activities with outside agencies and contractors

**EDUCATION AND EXPERIENCE:**

Possession of an Associate's degree or equivalent with major coursework in public health, biology, chemistry, civil engineering, environmental science or a closely related field and three (3) years of increasingly responsible water and/or wastewater operations and treatment program administration experience, including three (3) years of administrative and supervisory responsibility desired; AND/OR

Possession of a high school diploma or GED and five (5) years of increasingly responsible water and/or wastewater operations and treatment program administration experience, including three (3) years of administrative and supervisory responsibility desired.

**OTHER REQUIREMENTS:**

Must possess and maintain a valid Grade 3 Wastewater Treatment Plant Operator Certificate issued by the State of California.

- Must possess a valid California Driver's License
- Must successfully complete the designated number of contact hours (e.g. continuing education/training requirements) required by the State of California. Certification is required as a condition of employment with the City of Buellton
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off-hours as required

**KNOWLEDGE AND SKILLS:**

- Operation of pumps, valves, electrical motors, piping, control systems, related equipment common to wastewater treatment, biological and physical process control methods and practices
- Physical, chemical and bacteriological processes involved in the treatment of wastewater
- Automatic, manual and remote equipment controls
- Types and uses of wastewater treatment chemicals
- State of California water quality requirements and reporting procedures
- Principles of supervision, training and budgeting
- Mechanical, electrical and hydraulic principles
- Word processing, spreadsheets, databases, computer based telemetry systems and software; Computerized Maintenance Management Systems and SCADA

- Planning, organizing, coordinating, directing, assigning, reviewing and evaluating the work of others
- Analyzing complex technical and administrative problems, evaluating alternatives and recommending or adopting effective courses of action
- Developing and implementing goals and objectives, policies, procedures, work standards and internal controls
- Preparing clear and concise records, reports, correspondence and other written materials
- Exercising independent judgment within general policy guidelines
- Establishing and maintaining effective working relationships with staff, citizens and a variety of public and private organizations

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Strenuous physical work with continuous exposure to such unpleasant elements as dust, fumes and odors, dampness, raw sewage, noise levels, or outside weather conditions. Physical demands include frequent lifting and carrying of objects over 75 pounds, often combined with stooping, bending, twisting, crawling, reaching, and working above ground at heights of 40 feet or more or on irregular surfaces, and working in confined spaces. Employee will be required to maintain Hepatitis B immunization. Must be willing and able to work on-call and weekend shifts.

**PROBATIONARY PERIOD:**

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status. The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

**This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.**