



LEAD WASTEWATER TREATMENT OPERATOR

DEFINITION

Under general supervision, plans, assigns, leads, inspects, and monitors wastewater treatment processes; performs laboratory tests and skilled tasks in the operation and servicing of wastewater machinery and equipment.

SUPERVISION EXERCISED

Exercises functional and technical supervision over Wastewater Operators. May fill in for the duties of the Operations and Maintenance Wastewater Treatment Plant Supervisor in their absence.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Inspect, maintain, repair, install and modify wastewater equipment, electrical and electronic systems and facilities; reports need for major or specialized repairs.

Operate wastewater equipment and machinery.

Reads gauges, meters, charts and graphs and operates pumps, valves, electric motors and related equipment.

Train, supervise, evaluate, motivate and discipline subordinate personnel; recommend training programs.

Monitors systems; control valves for emergency and scheduled shut down; troubleshoots, diagnoses and reports problems to superiors.

Collect samples for quality control and determine amount of chemicals needed and adds for treatment process.

Clean tanks and facilities; maintain buildings and grounds.

Receive chemical shipments; record shipments into inventory; ensure shipments are in compliance with standards.

Checks chemical alarms and feed systems for leaks.

Monitor collection system lift stations; inspect collection system lift stations on a scheduled basis; service equipment and machinery and report need for repairs.

Maintain records, logs and reports.

Assist in development of policies and procedures.

Fulfill work orders and work assignments.

Perform related duties as assigned.

Assist in budget preparation and monitoring.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Wastewater Treatment Operator Series. Incumbents in this classification perform a full range of skilled wastewater treatment plant operations and maintenance tasks and will supervise the work of subordinate personnel. Including detailed administrative, budget, equipment and material purchasing work or train, supervise staff.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques for operating pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems.

Equipment servicing requirements for wastewater equipment and facilities. Methods used in chemical, bacteriological and biological analyses.

Standard safety practices required by Cal OSHA in the maintenance wastewater equipment and facilities.

SCADA systems.

Record keeping and reporting.

Ability and Skill to:

Operate pumping, treatment and control equipment and machinery.

Accurately read meters and gauges.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Make mathematical calculations including metrics.

Prepare records and reports.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Comply with Federal, State and local laws and City policies, procedures and codes applicable to fleet maintenance.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA in chemistry, biology or wastewater/ water treatment technology and five (5) years experience in operation and maintenance of a wastewater treatment facility.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License. Ability to obtain a Class A or B license within 12 months of appointment. Possession of a California Wastewater Treatment Operator III Certificate or higher. Grade IV desirable. Possession of a California Water Environmental Association Collection System Maintenance I Certificate.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in wastewater treatment plant operations.

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Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort / file documents using Microsoft applications.

Ability to sit, stand and walk for two hours at a time.

Ability to lift up to 50 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold and wet.