



## Hi-Desert Water District Classification Specification

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**Job Title:** Wastewater Treatment Plant Lead Operator

**Job Grade:** 14

**FLSA Status:** Non-Exempt

**Date:** February 2019

### **JOB SUMMARY**

Under general direction, performs the most difficult operational and maintenance work at the District's Wastewater Treatment Facility. Reviews and monitors adherence to operational plans and procedures; assures environmental compliance; reviews and analyzes daily logs, data sheets, and laboratory data, monitors wastewater operations and associated systems and equipment. Oversees and instructs Wastewater Treatment Plant Operators. Acts as the Wastewater Treatment Plant Supervisor in the absence of the Chief Plant Operator. Performs related duties as required.

### **SUPERVISION RECEIVED / EXERCISED**

Reports to the Chief Plant Operator. Oversees and instructs Wastewater Treatment Plant Operators 1,2,3 and Operators in Training. Acts as the Wastewater Treatment Plant Supervisor in the absence of the Chief Plant Operator.

### **ESSENTIAL FUNCTIONS**

*The duties shown are done to differing levels of complexity and under differing level of supervision depending upon the experience, certification level and training of the incumbent. Higher levels of the operator class are expected to completely and independently undertake the duties listed, while lower levels may be assigned less complex tasks such as vegetation management, maintenance and chemical delivery, and require instruction and assistance, or may singly accomplish only a portion of a listed activity. Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification.*

- Inspects work in progress to assure quality completion and within time and cost constraints. Provides feedback and suggestions for improvement as necessary.
- Schedules operations and maintenance work and insures that materials and equipment are available for operators.
- Trains and instructs new employees on operational and safety procedures using established District policy and guidelines.
- Provides assistance to the Chief Plant Operator in planning, coordinating and scheduling the overall plant operation.

- Monitors and controls the operation of District wastewater treatment and pumping facilities to achieve proper processing of wastewater within mandated operating requirements such as the Waste Discharge Requirements (WDR).
- Monitors the treatment processes, develops and maintains records and spreadsheets, entering data in appropriate logs, and develops and submits reports as required.
- Tests operating and auxiliary equipment, logs readings from meters, recording charts, and SCADA make necessary process adjustments to maintain optimum plant performance.
- Performs visual and audible inspections of processes and machinery to ensure proper operations and safety, operates valves and controls to feed chemicals into the systems.
- Inspects pumps, motors, valves, filters, meters, and related plant equipment, performing preventive maintenance and repairs.
- Performs daily wastewater treatment plant routines according to the plant's standard operating procedures.
- Operates and maintains a variety of automatic and manually controlled equipment, motors, and pumps used in the treatment, and disinfection of wastewater.
- Takes samples, performs standardized quality control tests, and adjusts plant equipment accordingly.
- Makes regular calculations of plant flow rates to ensure efficient plant operations.
- Reads, interprets, records data and makes regular assessments of raw and treated wastewater quality for BOD, TSS, pH, temperature, alkalinity, and other pertinent data to maintain proper plant operating conditions.
- Operates and maintains various hand and power tools and equipment.
- Assists contractors and representatives of other agencies with work or services to be performed at District facilities.
- Observes pumping equipment and troubleshoots and identifies possible problems and operating difficulties.
- Operates a District vehicle, driving to lift stations and other facilities for inspection and maintenance work.
- Practices and ensures adherence to District and OSHA safety procedures and requirements.
- Always be on the lookout for unsafe conditions, correct immediately or report.
- Participates in training programs.
- Performs other related duties as assigned.

## **JOB SPECIFICATIONS**

### **Knowledge of:**

- Administration and operation of a Wastewater Treatment Plan and operations/process control laboratory.
- Principles of training and supervision.
- Principles of budgetary planning and control of expenditures.
- District policies and procedures.
- Regulatory requirements, procedures, equipment and techniques used in the collection, storage, transportation and preparation of water samples for field or laboratory testing for both untreated and treated wastewater.

- Physical characteristics of wastewater, safe handling of laboratory chemicals and reagents.
- General laboratory and field analytical procedures and laboratory equipment.
- Basic arithmetic including calculating proportions and percentages and measuring concentrations.
- Safe work methods and safety precautions as related to the job.
- Methods, materials, procedures, and equipment used in the adjustment, repair, operation, and maintenance of wastewater treatment plants and facilities.
- Wastewater treatment methods, principles and Best Management Practices.
- Standard water quality tests.
- Federal, state, and county regulations pertaining to wastewater treatment operations.
- Methods and precautions for handling and storing potentially hazardous chemicals.
- Operation and maintenance of hand and power tools and light to moderately heavy power-driven equipment.
- Operation and application of Microsoft word processing and spreadsheet software applications.
- Plant measurement and recording equipment.
- Correct application and usage of the English language, including spelling, grammar and punctuation.

**Skills and Abilities:**

- Efficiently plan, organize and supervise the assigned group of workers.
- Delegate responsibilities and schedule work both on short- and long-term basis.
- Demonstrate positive leadership skills and abilities.
- Train, develop and evaluate assigned workers.
- Analyze work problems and identify solutions which will facilitate the completion of assignments.
- Operating, maintaining and repairing a variety of wastewater treatment systems and equipment.
- Recognizing and correcting or reporting unusual, inefficient or unsafe operating conditions.
- Reading a variety of gauges, charts and meters; recording data accurately and making appropriate process adjustments.
- Making calculations as necessary to summarize data results, ascertain data trends, and aggregate information over time.
- Conducting basic chemical and physical tests of influent, effluent, sludge and related materials.
- Using and maintaining the tools and equipment of the work skillfully and safely.
- Handling hazardous chemicals in a safe manner.
- Basic computer skills including word processing, basic spreadsheets, maintaining and sharing computer files.
- Collecting and accurately entering data and creating spreadsheets as assigned.
- Maintaining accurate records of work performed.
- Using, properly maintaining, and ensuring the security of District-owned equipment that may be provided to assist in the performance of assigned duties.
- Understanding and following oral and written directions.
- Establishing and maintaining professional and effective working relationships with those contacted in the course of the work and providing excellent customer service.
- Read and write at a level required for successful job performance.
- Perform algebraic and geometrical calculations and metric conversions.
- Organize and maintain records and files, assemble data and prepare reports.

- Perform all operations and maintenance assignments.
- Perform strenuous, manual labor often exposed to inclement weather conditions.
- Operate forklift, pallet jacks, barrel lifts and hand trucks.
- Use a variety of tools with skill and safety.
- Provide excellent customer service skills and relations.
- Understand and operate manual and automatic plant control systems.
- Read plant measurements and recording equipment, interpreting results to adjust plant operations.
- Troubleshoot, diagnose, and correct a variety of operating problems.
- Use proper safety precautions in working with wastewater plant chemicals.
- Perform standard wastewater quality tests.
- Maintain, interpret, and update plant records and logs.
- Read and interpret plant piping and distribution diagrams.
- Understand and carryout oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted during the work.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

#### **Physical Demands**

- Operates District vehicles and equipment.
- Stands and walks for extended time periods.
- Must be able to frequently carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs throughout the course of the day.
- Walks, stands and crouches on narrow, slippery, or erratically moving surfaces, or uneven terrain.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Works in confined spaces; at heights, such as ladders or on a tank, and around raw sewage.
- Exposure to various vapors and/or airborne particles from powder and liquid chemicals; strong fumes; and unpleasant odors.
- Exposure to loud sounds from equipment.
- Communicates orally with District staff in face-to-face, one-to-one, and group settings.
- Utilizes cellular telephones and mobile radios to communicate.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.

### **QUALIFICATIONS**

#### **Education, Training and/or Previous Work Experience**

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.

- Pass FIT and SCBA testing requirements of Respiratory Protection Program.

**License / Certificate:**

- Current California Wastewater Treatment Plant Operator Grade 3 or higher certification issued by the State Water Resources Control Board (SWRCB).
- Five (5) or more years of experience operating and maintaining water treatment and related facilities, including one full year equivalent to that of a Plant Operator 3.
- Previous work experience in a lead or supervisory capacity desirable.

Operators at every level must complete the designated number of contact hours (i.e., continuing education/training requirements) as determined by the California State Water Resources Control Board (SWRCB) to maintain the required certifications. Certifications are required as a condition of continued employment; failure to comply with SWRCB regulations pertaining to required certifications for the position will result in the termination of employment.

**Work Hours:**

Normal work hours for Plant Operator Positions are 7:00am to 3:30 pm Monday through Friday. Work hours are subject to change as required to meet the needs of the District. All Plant Operators must be willing and able to work overtime and/or alternate schedule when required.

Lead Plant Operator is required to participate in the on-call standby rotation on a regular basis; therefore, must be able to report to work when called in within 45-minutes of receiving the call. Furthermore, any employee assigned to standby duty shall abstain from consuming any intoxicating beverage and/or drug while assigned to said duty.

**Other requirements:**

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- Plant Operator positions are all safety-related positions subject to the District's Drug Prevention and Employee Testing Program.