



City of Watsonville

Job Description

JOB TITLE: Wastewater Treatment Plant Lead Operator **DATE APPROVED:**

DEPARTMENT: Public Works and Utilities **SUPERSEDES:** N/A

REPORTS TO: Wastewater Treatment Plant Operations Supervisor, other management

SUPERVISION: Technical Supervision

EMPLOYEE UNIT: Mid-Management

FLSA: Non-Exempt

JOB SUMMARY:

Under general supervision, performs responsible duties as a shift supervisor for the City's wastewater treatment and recycling facilities, and related Wastewater Division facilities; serve as a lead worker over subordinate Operators as well as other assigned plant support staff during an assigned shift; perform the full range of tasks pertaining to the operation and maintenance of the facilities; and may serve as the Designated Operator-in-Charge (DOIC) on an as-needed basis.

DISTINGUISHING CHARACTERISTICS:

This is the lead worker/shift supervisor level class in the Wastewater Treatment Plant Operator series. An incumbent in this class works under the direction of a higher-level supervisor or manager. At this level, an incumbent is fully certified and competent to serve as the designated Operator-In-Charge (DOIC) on a regular and ongoing basis. Incumbents also serve as lead workers by scheduling, assigning, directing, monitoring and reviewing the work of subordinate Operators and other assigned staff. To qualify for this class, applicants must possess a Wastewater Treatment Plant Operator Grade III certificate issued by the California State Water Resources Control Board (SWRCB) and obtain a Wastewater Treatment Plant Operator Grade IV certificate within 24 months of appointment.

This class can be distinguished from the lower-level class of Wastewater Treatment Plant Operator III because incumbents in the latter class do not have lead worker responsibilities and only serve as the DOIC on an intermittent and as needed basis. This class can also be distinguished from the higher-level class of Wastewater Treatment Plant Operations Supervisor because the incumbent in the latter class is the designated Chief Plant Operator (CPO) as defined by the SWRCB and has full functional supervisory responsibility for operational activities and staff, including staff performance evaluations. In addition, the Wastewater Treatment Plant Operations Supervisor must possess a Grade IV Operator certificate.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, any combination of the following:

- Serve as the designated facility shift supervisor for an assigned shift.

- Serve as the lead worker over assigned staff; schedule, assign, direct, train, monitor, and review the work of subordinate Operators and other assigned staff; develop schedules and training plans.
- Act as and perform the duties of the Designated Operator-In-Charge (DOIC) as needed in accordance with State regulations.
- Perform the full range of duties pertaining to monitoring, operating, and adjusting controls at the City's wastewater treatment and recycling facilities, and related Wastewater Division facilities.
- Direct and control the operation of treatment, pumping and recycling facilities to regulate the flow of wastewater through the system as well as achieve proper processing of wastewater and the re-use of biosolids and recycled water within mandated operation requirements.
- Assign and perform plant rounds and inspections; review and monitor readings and recordings of gauge and instrument information to evaluate the function of pumps, chemical feed, and other equipment; modify and update plant round sheets as necessary for efficient operations.
- Monitor and adjust the plant Supervisory Control and Data Acquisition (SCADA) system to maintain proper operating conditions.
- Operate and maintain grease and food waste receiving stations
- May direct and oversee the collection of wastewater, sludge, and other samples from various phases of the wastewater treatment and recycling processes; assign and monitor basic chemical and physical testing processes on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Review and analyze operational information and test results, and revise equipment settings as appropriate.
- Direct the appropriate response to and control of accidental releases of hazardous liquids and gases.
- Assign and direct the preventive maintenance and cleaning for a variety of facility equipment; oversee the cleaning of clarifiers, primary sedimentation tanks, and other treatment-related equipment. Verify preventative maintenance tasks have been completed.
- Direct and perform adjustments and troubleshooting for electrical motors and controls.
- Ensure that chemical feeders have a constant supply of treatment chemicals.
- Evaluate unusual situations and/or significant changes in process or equipment conditions; confirm or determine the potential cause of the problem; ensure that an appropriate solution is implemented.
- Direct the ordering, receipt, and storage of chemicals and supplies; ensure that inventory needs are maintained.
- May ensure that samples are delivered to the laboratory for testing as required; conduct regulatory testing as required on the off-shift days when the lab is not staffed.
- Maintain accurate records for assigned areas; oversee logbook entries.
- Ensure that facilities and grounds are maintained in a clean and orderly condition.
- Observe and enforce appropriate safety procedures, including those related to working in confined spaces and the safe handling of chlorine and other treatment chemicals.
- Oversee the development of Standard Operating Procedures and Safety Programs.
- Investigate and resolve customer complaints regarding recycling plant-related matters as assigned; prepare summary reports regarding such matters as needed.
- May assist with budget development

- Attend and participate in meetings, trainings, and safety sessions; lead team projects; lead task forces as required.
- Assign or give tours of the plant and related facilities as needed.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Advanced principles, operations, services and activities pertaining to wastewater treatment, water recycling plants, and related facilities, including but not limited to high-strength waste receiving stations and compressed natural biogas and cogeneration facilities.
- Complex methods, materials and equipment used in the operation and maintenance of wastewater treatment and recycling facilities, and other Wastewater Division facilities.
- Principles and practices of public administration, including those pertaining to budgeting, staff supervision and leadership.
- Basic principles of hydraulics. Principles and practices of co-digestion.
- Laws, codes and regulations pertaining to the operation of wastewater treatment and recycling facilities
- General safety practices pertaining to the use of vehicles, power equipment, and hazardous materials; specific occupational hazards and safety precautions necessary for working in wastewater treatment and recycling facilities
- Principles of mathematics, including algebra and geometry.
- Methods of effective interpersonal communication.
- Record keeping and documentation practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Serve as shift supervisor on an assigned shift; ensure that all assigned activities are performed in accordance with City and department policies and procedures, as well as laws and regulations.
- Must be available to work overtime and off-shift hours, including weekends, and/or holidays. Must be available to work standby and be on call. Must be able to respond to the facility within one hour of being called.
- Schedule, assign, direct, monitor, and review the work of subordinate employees.
- Perform the full range of duties pertaining to the operation and maintenance of equipment, instruments, and structures used within a water recycling plant and related facilities, including but not limited to high-strength waste receiving stations and compressed biogas and cogeneration facilities.
- Develop, recommend and implement working procedures as needed to apply and enforce policies.
- Perform activities needed to ensure the safety of assigned staff; ensure that unusual, inefficient, or dangerous operating conditions are addressed and resolved.
- Prepare informative and thorough documents and reports.

- Conduct basic chemical and physical tests of wastewater, influent, effluent, sludge, and related materials.
- Perform standard mathematical calculations as well as more complex calculations pertaining to area, volume, flow, detention time, sludge, and other pertinent issues.
- Handle hazardous chemicals in a safe manner.
- Set production needs for recycled water and biosolids.
- Operate a variety of hand and power tools and testing equipment; operate heavy equipment such as a forklift and loader.
- Operate light and heavy vehicles. Work in confined spaces.
- Effectively present information to supervisors and managers in a clear and concise manner.
- Respond to emergency situations in an appropriate manner.
- Make sound decisions and meet critical deadlines.
- Define problems, collect data, establish facts and draw valid conclusions.
- Utilize standard business computer hardware and software to maximize productivity and efficiency.
- Update operating software for process control.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties.
- Be exposed to chemicals, bacteria, unpleasant odors, and raw influent
- Drive an automobile.
- Climb stairs and ladders.
- Grasp with right and left hands.
- Use fine hand manipulation.
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- Use a computer keyboard.
- Walk on uneven surfaces.
- Work outside in inclement weather.
- Work in confined spaces and/or respond in an emergency.

EDUCATION:

Equivalent to graduation from high school. Technical or college-level course work in environmental science, chemistry, biology, physics, mathematics, or a related area is highly desirable.

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities is:

- Three years of increasingly responsible experience in the operation and maintenance of a wastewater treatment facility.

LICENSE & CERTIFICATION:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.
- Possession of a Grade III Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board at the time of appointment.
- Possession of a valid Grade IV Wastewater Treatment Plant Operator Certificate issued by the SWRCB is required within 24 months of appointment.
- Maintenance of a valid Grade IV certificate is a condition of continuing employment.