

WATER TREATMENT PLANT CHIEF OPERATOR

DEFINITION

To plan, organize, direct and supervise a variety of water treatment plant operations, storage and regulatory programs as assigned, within the Water Utility Division of the Environmental Utilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff.

Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water treatment activities, and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in water treatment.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various water treatment plant activities, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise and coordinate water treatment activities, related to a conventional T5 facility, including clarification filtration and solids dewatering, flow rates and chemical treatment methods; monitor and direct treated water storage to meet peak demand most efficiently and to maintain distribution system water quality.

Supervise use of specialized equipment involved in water treatment plant operations; schedule preventive maintenance at the treatment plant, pumping stations and related facilities.

Participate in future need planning and implementation.

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Implement regulatory monitoring and reporting to meet mandated federal and state requirements for all city raw, treated, distribution and well waters.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of water treatment plant operations and maintenance.

Equipment, tools and materials used in water treatment operations and maintenance activities.

Current and emerging water issues and regulations.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct water treatment operations and maintenance activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze and respond to work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

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Analyze and interpret state and federal requirements and technical data for preparation of monitoring operational programs to meet regulatory requirements.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Four years of increasingly responsible experience in water treatment activities, including some lead responsibility.

Training:

Equivalent to the completion of an Associate's degree with college course work in environmental practices, chemistry and biology or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment

Possession of a Water Treatment Plant Operator Grade 4 (T4) certificate issued by the California State Water Resources Control Board with the ability to obtain a Grade 5 (T5) within one year.

07-06-17

06-16-11

04-15-06