



Chief Water Treatment Plant Operator Utilities

UD-WW/3

JOB SUMMARY

This position is responsible for directing/performing the operations of the city's water treatment plant.

MAJOR DUTIES

- Starts up processes to convert raw to potable water; shuts down processes as appropriate.
- Monitors equipment, filters, and pumps to ensure proper operation.
- Collects water samples; completes laboratory tests and records results; makes process adjustments as needed.
- Makes regular inspections of all operations.
- Monitors SCADA system to control tank levels and pump output and to control systems.
- Makes changes to chemical processes as raw water quality changes due to flow rate, turbidity, temperature, and chemical makeup.
- Monitors distribution system operations and water quality.
- Maintains inventory of chemicals and other supplies.
- Performs general maintenance and cleaning of plant facilities.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures.
- Knowledge of safety policies and procedures pertaining to the operation of a water treatment plant.
- Knowledge of the methods and practices of water treatment plant operations.
- Knowledge of state regulatory requirements.
- Knowledge of chemistry and biological processes.
- Skill in performing preventive maintenance on equipment.
- Skill in facilities and grounds maintenance.
- Skill in the use of computers and job-related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Water and Wastewater Treatment Superintendent or Utility Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department rules and regulations, policies and procedures and relevant federal and state regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in the operation, repair and maintenance of a water treatment plant and related systems. Strict regulations and changing water conditions contribute to the complexity of the position.
- The purpose of this position is to oversee operations of a water treatment plant. Successful performance helps ensure the effective and regulatory compliant operation of the treatment plant.

CONTACTS

- Contacts are typically with department personnel, other city employees, state and local officials, contractors, vendors, regulators, and the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and in a wastewater treatment plant. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Water Plant Operators and Operator Trainees.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.