CITY OF ST. HELENA

CHIEF PLANT OPERATOR
WASTEWATER TREATMENT

Class specifications are only intended to present a descriptive 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. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under direction, supervises, evaluates, plans and participates in the day-to-day operations and mechanical maintenance and repairs of the City's wastewater treatment plant and facilities; oversees processing and water quality laboratory testing; assists in the preparation and administration of the division budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other City services and departments; represents plant operations with government regulatory agencies; ensures safe work practices, work quality and accuracy; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Chief Plant Operator – Wastewater Treatment is a supervisory level class within Public Works responsible for assigning and supervising the day-to-day operation, development, repair and maintenance of the City's wastewater treatment facilities, and incumbents are expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Director of Public Works/City Engineer in that the latter is responsible for the overall management and administration of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Public Works/City Engineer. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS:  (include but are not limited to the following)

- Accepts administrative responsibility for the activities, operations and services of the Wastewater Division in providing quality treatment service for the City; plans, supervises, prioritizes, monitors and participates in the work of staff responsible for the maintenance and operation of the wastewater treatment plant and related collection system; ensures compliance with state, federal and local mandates for water quality; makes plant operation modifications as needed; provides monthly/annual reports to state, federal and local authorities.

- Supervises and performs tasks related to the maintenance, repair and construction of wastewater treatment plant facilities, lift stations, equipment and related control systems; inspects the maintenance and repair of equipment for quality, compliance with applicable standards and proper operation.
• Oversees laboratory analysis programs for wastewater, sludge and effluent and is accountable for operating and systems modification based on test results.

• Prepares a variety of water quality and industrial waste reports for regulatory agencies and internal operations; conducts regular inspections to identify maintenance and repair needs; schedules, plans and supervises the installation, maintenance and repair of mechanical and electrical systems.

• Evaluates and recommends the best use of supplies, materials and equipment; requisitions, inventories and supervises the use of all materials, supplies and equipment used in the operation and maintenance of wastewater facilities; insures that mechanical equipment receives proper lubrication, overhauling and inspection; insures proper calibration of pneumatic instruments; may perform plant operation and maintenance assignments.

• Evaluates staffing requirements and utilization of staff; supervises, evaluates, trains and motivates assigned staff; develops and directs staff safety training programs; oversees safety of assigned staff and monitors work in progress; schedules staff work assignments.

• Assists the Director of Public Works/City Engineer with operating and capital improvement budgets; analyzes annual operating costs and makes recommendations for budget development and improvements in operating costs; administers and monitors the approved budget; prepares project cost estimates and analysis.

• Attends and participates in organizational and community meetings as necessary; stays current on issues relative to wastewater treatment technologies; responds to and resolves community and organizational inquiries and complaints regarding treatment system operations; represents the City’s wastewater treatment functions in public relations activities and with regulatory agencies; establishes and maintains a customer service orientation within the division.

• Enforces rules, regulations, policies and procedures relating to the operation of the wastewater treatment system and waste discharge requirements prescribed in all applicable sections of the Clean Water Act and California Water Code.

• Performs standby duties for water and wastewater treatment facilities on a routinely scheduled basis.

• Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders.
and work in confined spaces. Incumbents will also work around high voltage and loud noise. The incumbent may be required to respond to emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Chief Plant Operator – Wastewater Treatment. A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience in the operation, mechanical maintenance and repair of a wastewater treatment facility, at least two of which were while in possession of a Grade II Wastewater Treatment Plant Operator certificate, and possession of a high school diploma or equivalent with 24 continuing education units needed to renew certification.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver’s license; possession of a Grade II Certification as a Wastewater Plant Operator from the California State Water Quality Control Board and a Grade II Certification as a Water Treatment Plant Operator from the California State Department of Health Services.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices and techniques of wastewater treatment plant operations, quality assurance, process controls and systems maintenance; testing methods and procedures, including qualitative and quantitative analysis; principles and practices of wastewater collection; design, planning and development of wastewater treatment facilities; cost, time and materials estimating; principles and practices of bacteriological and sampling techniques and mathematical analysis; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including those governing wastewater treatment, quality monitoring and control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize and supervise the operation of a wastewater treatment plant and associated collection systems; ensure equipment is maintained appropriately; accurately supervise and
perform water quality laboratory testing and analysis; ensure chemical and bacteriological laboratory tests are conducted in accordance with mandates; analyze and interpret laboratory tests and make modifications to wastewater treatment plant operations as required; read and interpret plant operations equipment; maintain accurate and updated logs, records and reports; prepare and submit comprehensive and mandated reports; perform plant operation and maintenance assignments; represent the City’s wastewater treatment functions with other governmental agencies and community groups; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the operation and maintenance of wastewater treatment facilities.