

TAHOE-TRUCKEE SANITATION AGENCY
Class Specification

Job Title: Chief Plant Operator

Department: Operations Department

FLSA Status: NON EXEMPT

Revised as of: 12/2019

DEFINITION

Plans, organizes, directs, manages and supervises wastewater treatment operations within the Operations Department including complex operational problems and projects, and training and scheduling of personnel; ensures plant is running properly, in a safe efficient manner and in compliance with regulatory requirements; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Chief Plant Operator position performs management responsibilities for the Operations Department, including planning, assigning and evaluating the work of subordinates. This position is responsible for supervising and managing the wastewater treatment function of the Operations Department.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives general direction from the Operations Department Manager. Exercises direct supervision over assigned technical personnel.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

- Develops and implements goals and objectives related to wastewater treatment operations; establishes schedules and methods for the wastewater treatment operations; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in wastewater treatment operations. Assumes the role of Operator as needed.
- Evaluates operations and activities of wastewater treatment operations; recommends improvements and modifications; prepares various reports on operations and activities.
- Assists the Operations Department Manager in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for requested equipment, materials and supplies; monitors and controls expenditures.
- Recommends to Operations Department Manager the selection of staff; provides or coordinates staff training; works with employees to correct performance deficiencies; implements discipline procedures; evaluates employee performance; drafts and conducts performance evaluations.

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- Prepares regulatory compliance documents including, but not limited to, Lahontan Regional Water Quality Control Board report, EPA Biosolids Report, and Waste Management Sludge Profile; and monthly monitoring reports.
- Oversees and checks process records to determine compliance with all regulatory requirements; monitors operations and laboratory data to determine efficiency and effectiveness of plant processes.
- Performs operational tasks, when needed, including complex operational problems; collects samples; performs rounds; operates, repairs or cleans equipment; puts equipment in and out of service.
- Inspects treatment plant and equipment.
- Performs confined space entries to inspect tanks and other spaces.
- Operates a forklift to transport, load and unload materials, supplies and equipment, as assigned.
- Adheres to and enforces compliance with all safety policies and procedures.
- Oversees repair requisitions; estimates hours needed for repairs; determines frequency and need for preventative maintenance; approves work orders; accepts deliveries.
- Provides tours and makes presentations.
- Answers questions and provides information to the public; investigates complaints from the public and recommends corrective action as necessary to resolve complaints.
- Delivers laboratory samples to third-party laboratory.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of wastewater treatment operations and processes and the methods of evaluating treatment results.
- Equipment, tools and materials used in wastewater treatment operations and processes.
- Methods and procedures of mathematics, biology, chemistry, biochemistry and sampling procedures and laboratory techniques related to area of assignment.
- Principles and practices of supervision, training and evaluating performance.
- Principles and practices of budget monitoring.
- Principles and practices of safety management and response to emergencies involving assigned operations.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.

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- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of customer service.

Ability to:

- Organize, implement, and direct wastewater treatment operations including complex operational problems and projects, ensuring compliance with regulatory requirements.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements and how to operate equipment; intermittently access, review, and interpret and adjust or enter data on work orders, reports and other documents; identify, interpret and communicate technical and numerical information.
- Interpret and explain pertinent Agency and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Analyze and prepare technical reports and related documents.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Assist with the duties of Operations Supervisor, Operations Shift Supervisor or Operator, as needed.
- Adhere to and utilize appropriate Agency safety policies, procedures and practices and utilize appropriate Personal Protection Equipment.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate performance of assigned staff.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

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Experience and/or Education:

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

Experience:

Three years of increasingly responsible experience supervising wastewater operations.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, engineering, or a related field. Additional experience may substitute for the required education. Equivalence would typically be two years of additional experience for one year of education.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at time of appointment.

Possession of a Wastewater Treatment Operator Grade V Certificate issued by the California State Water Resources Control Board.

Possession of, or ability to obtain a forklift certification is required within six months of appointment.

Possession of, or ability to obtain a confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

PHYSICAL REQUIREMENTS

Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, control rooms, laboratory or job site while performing work activities and to reach needed items; work effectively for long periods of time at a desk or table in a control room, or while driving vehicle or operating equipment; position self to adjust equipment, use tools to review work of others or access low or high items; ascend and descend stairs, ladders or step stools to reach elevated platforms,

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equipment or other items and to access areas out of reach; manipulate, operate, activate and adjust equipment and tools; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in both an indoor office environment and outdoors with exposure to confined spaces and all weather conditions, and includes working on or operating equipment and working on elevated platforms.