JOB DESCRIPTION

Coachella Valley Water District Date July 2007

TITLE: Wastewater Reclamation Plant Chief Operator SECTION: Sanitation

DEPARTMENT: Operations SRN: S21

REPORTING RELATIONSHIP:

Reports to: Sanitation Superintendent

Supervises the following positions: Shift Supervisor, Wastewater Operators I, II, III, IV and Operators in training.

DEFINITION: Under general direction, to plan, organize, and supervise the operation and maintenance of the District’s Grade V rated Wastewater Reclamation Plant. Perform related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and supervises the work of shift supervisors engaged in the operation of the Wastewater Reclamation Plant.

2. Schedules operations and maintenance work and insures that materials and equipment are available for operators.

3. Evaluates the work of plant personnel and counsels employees with performance problems.

4. Responsible for the upkeep of plant operating logs and records.

5. Requisitions materials, supplies and equipment.

6. Makes daily inspections of plant conditions to insure proper operation of equipment.

7. Conducts training programs and assists personnel with the interpretation of piping and distribution diagrams.

8. Analyzes operating procedures and makes recommendations for improvement.

9. Insures that the plant is kept in a clean, safe and orderly condition.

10. Prepares a variety of reports on plant operations.

11. Interprets process control tests and directs the adjustment of plant operations.

12. Assists with the preparation of budget information for plant operations.
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13. Performs operation tasks as needed.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a Grade V Wastewater Treatment Plant Operator certification issued by the California State Water Resources Control Board, as issued through procedures established by the Board.

Failure to comply with certification requirements may influence employment or classification.

Education and Experience: High School Diploma or Equivalent is required. College coursework in engineering, management or supervision is preferred. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be to have five years experience in wastewater treatment plant operation with at least one year comparable to that of a Wastewater Reclamation Plant Shift Supervisor or Sanitation Supervisor in the Coachella Valley Water District.

Knowledge of:
-Principles and practices of Wastewater Treatment Plant operations.
-Principles and methods of bacteriological and chemical sewage sample collection and analysis.
-Principles of administration and operation of a Water reclamation plant and laboratory.
-Principles of training and supervision.
-Safety codes, rules and regulations effecting plant operations.
-Principles of budgetary planning and control of expenditures.
-District policies, rules and procedures.

Abilities:
-Efficiently plan, organize, and direct the operations of a Wastewater Treatment Plant.
-Delegate responsibilities and schedule work both on short and long-term basis.
-Demonstrates positive leadership skills and abilities.
-Communicate effectively using oral and written instruction.
-Analyze work problems and identify solutions which will facilitate the completion of assignments.
-Prepare and maintain accurate logs, charts, records and reports.
-Supervise, train, develop and evaluate assigned workers.
-Prepare accurate cost estimates and budgets.
-Diagnose a variety of operating problems and make effective corrections.
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- Use professional customer service skills when working with the public.
- Work cooperatively with others.
- Respond to emergency call outs.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, including over rough terrain. Driving: Light

2. Communicates effectively both in person and over a two-way radio.

3. Works in extreme weather conditions including heat and rain. May work in areas containing dust, fumes, chemicals and vapors.

4. Work in confined spaces. Must be able to wear SCBA equipment.

5. Works rotating shift including nights, weekends, and holidays.

See Human Resources for physical assessment form.