

LEAD WATER TREATMENT PLANT OPERATOR

Definition:

Under the supervision of the Treatment Plant Operations Supervisor, provides lead supervision operating the Agency treatment plants and related facilities to supply, treat, transmit and store water in compliance with federal and state requirements.

Distinguishing Characteristics:

This is the lead level in the Water Treatment Plant Operations series. This class requires knowledge of all the Agency treatment plants, pumping facilities and storage facilities. Incumbents perform operator duties, must maintain operator skills and provide lead supervision by assisting management in establishing goals and objectives, assist in developing work plans and ensuring that plans are followed and completed and keep their supervisor informed on work issues, status and progress. They also train and provide technical assistance to other operators and ensure that work decisions are consistent with established policies, goals and objectives. The duties require working both inside and outside and in all kinds of weather, traversing wet, slippery and uneven surfaces; frequent walking, climbing, bending, stooping and kneeling; lifting and carrying up to 50 lbs., distinguishing between colors; working near moving machinery and operating a variety of equipment including a computer, radio, telephone, telemetry equipment in addition to plant controls and pumping equipment. Works with hazardous chemicals.

Examples of Duties:

- schedule and assign operator duties;
- review project assignments with operators;
- inspect and report on plant conditions;
- determine plant production and match to demand;
- identify needs for training;
- instruct and train operators in proper procedures;
- advise the supervisor on work status, personnel issues, performance evaluations and other issues;
- trouble-shoot operational problems and provide guidance to operators;
- facilitate communication and resolution of work issues through active listening, consensus building processes;
- perform all the duties of a Treatment Plant Operator;
- coordinate plant operations, goals and objectives;
- structure responses to system disturbances;
- communicate and coordinate treatment plant operations that directly or indirectly interface with raw water canal operations, distribution operations, water quality investigators and supervisors;

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- maintain operational records including test results, unusual operating conditions, adjustments made and operation logs;
- analyze treatment procedures and processes and recommend appropriate actions;
- respond to emergencies including making sure proper notifications are made to emergency responders and regulatory agencies;
- oversee preparation of operation guidelines;
- coordinate process change tests;
- ensure that necessary resources and supplies are available, check and report to Operations Supervisor on plant operations, safety and procedures;
- perform related duties as required.

Qualifications:

Knowledge of:

- operation of treatment plants, pumps, electrical motors, piping and storage tanks, control systems, methods of water treatment, water quality tests, relevant safety procedures, federal and state water quality and treatment regulations, treatment guidelines and plans and record keeping required under federal and state regulations;
- SCADA systems, personal computers to include laptops, Office productivity software to include Excel, Word, Outlook, etc.;
- reviewing, processing and preparing of regulatory compliance reports and logs prior to water treatment plant supervisor review;
- identifying non-routine operational upsets either by physically checking source of malfunction within the facility or by using SCADA operating system;
- emergency procedures and safety standards and procedures.

Ability to:

- correct problems found, if possible and/or organize and assign operators to respond to correct issue at hand;
- operate and maintain treatment plants and make operational adjustments to treatment plants, pumping stations and storage facilities;
- identify and investigate unsafe conditions and formulate response for corrective action;
- demonstrate initiative and independent thinking;
- troubleshoot operational problems;
- perform standardized water quality tests;

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- recognize and correct unusual, inefficient or potentially dangerous operating conditions;
- lead and respond effectively to system upset conditions and emergency situations;
- read and interpret plant and piping diagrams and plans;
- train other operators in plant operations;
- provide technical assistance to other operators;
- follow written and oral directions;
- maintain operations records and logs;
- assist with coordination of all deliverables including chemicals, parts and supplies;
- communicate effectively both orally and in writing;
- deal tactfully and courteously with the public, customers and staff.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of high school, post secondary education, and at least 3 years recent experience in an Agency Water Treatment facility.


License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. Must possess a Water Treatment Operators Grade 3 or higher certification from the State of California.

Assistant General Manager

Dated: _____,

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	Bargaining Unit	Water	
	FLSA Exempt	No	
	Workers Comp Code	7520	
	Class Code	60615	
	Job Specification	Date	Range
	Established:		
	Revised:	12/7/2010	