

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## CHIEF WASTEWATER PLANT OPERATOR

### JOB PURPOSE

Under direction, provide day-to-day supervision as working leader at the wastewater treatment plant; to monitor and adjust equipment, perform laboratory tests, maintain treatment plant and pumping station facilities; and to do related work as required. This is the leader level certificated class in the wastewater operations series.

### EXAMPLES OF DUTIES

#### Essential Duties:

- Plans and schedules work of wastewater treatment operators;
- Assists operators when necessary;
- Assigns special projects to operators as needed;
- Assists in evaluating performance of operators;
- Runs plant sludge de-watering equipment when scheduled;
- Monitors the operation of wastewater treatment plant process, including mechanical equipment such as pumps, motors, and other equipment;
- Checks secondary treatment tanks, sewage pumps, and related equipment;
- Adjusts controls on wastewater treatment plant equipment and machinery such as valves, motors, pumps, chlorinators, filters, chemical feeders, and clarifiers to insure efficient operation of plant equipment;
- Establishes and leads a preventative maintenance program for the wastewater treatment plant, lift stations and distribution lines;
- Assists in training personnel in the proper operation and maintenance of the plant;
- Makes recommendations on the types and kinds of equipment needed for wastewater maintenance and repair;
- Recommends plant changes in operating procedures, proper sludge handling, maintenance and safety procedures;
- Regulates pressures and flow of wastewater;
- Reads gauges, dials and other instruments and records data;
- Oils, greases, and cleans equipment;
- Cleans, adjusts, and repacks valves and pumps;
- Collects samples and performs laboratory tests such as dissolved oxygen, suspended solids, biochemical oxygen demands, specific conductants, and other related tests;
- Makes necessary calculations to obtain and record accurate test results;
- Mixes reagents;
- Operates an autoclave for sterilizing broth mediums;
- Inspects and makes mechanical repairs to plant and pumping station equipment;
- Keeps records of plant operations and laboratory tests.

**Marginal Duties:**

- Serves as lab technician when necessary and acts for the Plant Management in his absence.
- Performs plant maintenance work such as sweeping, cleaning, sanding, and painting;
- As backup and demonstration, may perform any of the duties normally assigned to Wastewater Operators;
- Performs related work as required.

**EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination equivalent to completion of high school and the qualifying course for certification; considerable experience as a wastewater operator and some experience supervising others; possession of an operator's Grade III certificate issued by the State Water Resources Control Board and a valid California motor vehicle operator's Class C license.

**Ability to:** Understand and follow oral and written instructions; plan and organize work for self and others; lift heavy articles, take wastewater and sludge samples and perform laboratory tests; operate, repair and maintain mechanical and electrical equipment; read and record gauges and other instruments; keep accurate records and prepare reports; maintain effective working relationships with subordinates and other employees; communicate in a courteous manner with the public; work independently exercising good judgment and initiative; be available for 24-hour on-call duty when assigned; and retain other operators.

**Knowledge of:** Basic principles of activated sludge process, tertiary treatment, compressed air, fuel gas, water, chlorine, and electrical systems; practices concerning the operation of pumps, motors, gauges, and related mechanical equipment; principles and methods of bacteriological and chemical wastewater analysis; design applications, operation control and calculations involved in primary treatment and extended aeration activated sludge process; tools, dial indicators, electrical measuring devices, vacuum and pressure gauges used in wastewater treatment plant operation, common construction and maintenance hand tools, equipment and materials; basic mechanical and mathematical principles; proper procedures for working safely.

CITY COUNCIL APPROVAL: September 21, 1988