CHIEF PLANT OPERATOR

SUMMARY
This non-exempt position reports to the Water Operations Manager. The Chief Plant Operator plans, organizes, directs, trains, and supervises the day-to-day work of District personnel assigned to operate the Water Treatment Plant and related facilities, in coordination and cooperation with Maintenance and Water Supply departments as required, and performs related duties as assigned.

EXAMPLES OF DUTIES
The duties listed below are illustrative only and are not meant to be a complete listing of all of the duties and responsibilities of the Chief Plant Operator classification:

Supervisory Duties:

- Plans, organizes, directs, and supervises staff assigned to operate the water treatment plant.
- Provides work evaluations for assigned staff to the Water Operations Manager for review.
- Assists with development and administration of treatment plant budgets.
- Assists the Water Operations Manager with establishing work schedules for 24-hour plant operations.
- Coordinates treatment plant operations with Maintenance and Water Supply.
- Instructs and trains staff in proper safety and operational procedures.
- Reviews operator time reports and recommends approval.
- Holds periodic staff meetings.
- Supervise and coordinate water treatment activities, related to a conventional/direct T5 facility; monitor and direct treated water storage to meet peak demand most efficiently and to maintain water distribution quality.
- Supervise use of specialized equipment involved in water treatment plant operations; schedule preventive maintenance of the water treatment plant.

Operational Duties:

- Operates the treatment plant, during operators' illness or vacation, or when other similar emergencies reduce the size of the available staff to the point where such operation is necessary, as determined by the Water Operations Manager.
- Use proper safety precautions in working with plant chemicals.
- Regulates water flows according to scheduled contractor demands.
- Ensures an adequate inventory of chemicals, parts and supplies for plant and laboratory.
- Inspects the water facilities and equipment to ensure conformance with operations and maintenance specifications and/or requirements.
- Assures equipment is operating and maintained to District standards and informs the maintenance department if otherwise is discovered.
- Schedules, directs, and/or performs routine and special water quality sampling and analysis.
- Responsible for laboratory standards buffers, reagents, and daily calibrations.
- Conducts or oversees completion of all mandated sampling.

Regulatory Duties:
- Maintains a variety of files and records in compliance with District standards and regulatory requirements.
- Represents District Treatment Plant functions with the public, contractors, and representatives of other government agencies.
- Assumes responsibility for plant operating logs and the development of required reports.
- Ensures that legal requirements are being met with regard to potable water.

Typical Physical Activities:
- Travel by vehicle inspecting District water facilities and operations.
- Works in an indoor and outdoor environment.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, and FAX machines.
- Walks on even and uneven terrain.
- Sits for extended time periods.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50lbs.
- Stoops, kneels, crouches, crawls, bends, and climbs during plant maintenance/repair work.
- Works in an environment with exposure to dust, dirt, chemicals, and significant temperature changes between cold and hot.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Learns and trains others on safe operational procedures.

EMPLOYMENT STANDARDS

Knowledge of:
- Principles and practices of employee training and supervision.
- Budget preparation and fiscal controls.
- Work safety practices and procedures.
- Advanced operating principles, methods, materials, and equipment used in Water Treatment Plants.
- Repair, maintenance, and adjustment of Water Treatment Plant equipment.
- Mechanical, electrical and hydraulic principles.
- Advanced methods and techniques of chemical and quality testing of water.
- Laws, regulations, and ordinances applicable to water treatment plant operations.
- Laboratory safety standards.

Ability to:
- Read plant measurement and recording equipment, interpreting results to adjust plant operations.
- Read, interpret and apply plans and plant piping and process diagrams.
- Analyze complex operations challenges of the Water Treatment Plant and implement solutions.
- Compile, analyze, research and communicate findings, both verbally and in writing.
- Effectively represent District Water Treatment Plant operations with the Urban Contractors.

- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Communicates orally with District management and co-workers, one-to-one and group settings.
- Read, speak and write effectively.
- Meet Respiratory Protection Program requirements.
- Provide advice and consultation on the operating adjustments indicated by water quality test results.
- Assist Water Operations Manager with development of regulatory reports.

QUALIFICATIONS

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

Required Certifications/Education/Experience/License:

- Certification:
  - Water Treatment Plant Operator Certification – Possession and continued maintenance of a Grade 5 Water Treatment Plant Operator Certification issued by the California State Water Resources Control Board.
  - Possession of a Grade 2 (D2) Distribution Operator Certification issued by the State of California.
  - Supervisor Basics Certification from ACWA/JPIA or the ability to acquire certification within one (1) year or equivalent course(s)/certification thereof.
  - Possession of a Water Quality Laboratory Analyst Certification issued by the American Water Works Association.

- Education:
  - Completion of a High School Diploma or equivalent.

- Experience:
  - Five (5) years of increasingly responsible experience in water treatment facility maintenance and operations work, including one (1) year in a lead or supervisory position.

- License:
  - Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.