

CHIEF OF WASTEWATER TREATMENT OPERATIONS

Class Definition

Under direction, plans, coordinates, assigns, and directs the operation of the City's wastewater treatment equipment, facilities, and machinery.

Distinguishing Characteristics

Chief of Wastewater Treatment Operations is a single position class assigned to the Wastewater Management Division of the Department of Public Utilities. Reporting to the Wastewater Manager, the incumbent directs and coordinates the overall activities of the plant's operations section and is responsible and accountable for meeting state permit discharge requirements. The incumbent is designated the "Chief Plant Operator" as defined by the State Water Resources Control Board and is responsible and accountable for all decisions involving the treatment plant processes. This class is distinguished from Wastewater Manager in that the incumbent of the latter is responsible for the overall operation of the Wastewater Management Division. It is distinguished from Wastewater Treatment Operations Supervisor in that the incumbents of the latter are first-line supervisors responsible for plant operations.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Monitors plant performance to maintain efficient and cost effective operations.

Supervises the assignment of employees to shifts and the rotation or adjustment of the shift schedules as required.

Supervises operations and maintenance duties in connection with the cleanliness of plant equipment.

Inspects plant or effluent infiltration systems; analyzes and evaluates operating procedures; and develops new or improved practices.

Participates in maintenance of operating records, compilation of data, and report preparation.

Coordinated staff development including identifying skill enhancement needs, training requirements and facilitates opportunities.

Assists in the development of the Division's safety and training programs.

Assists the Wastewater Treatment Manager in various administrative, budget, and personnel functions relating to plant operations.

May act as Wastewater Manager in his absence.

Chief of Wastewater Treatment Operations

Page 2

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the operation and maintenance of the wastewater treatment equipment, machinery, and facilities.

Knowledge of the proper techniques for disposing of effluent.

Knowledge of the occupational hazards associated with a wastewater treatment plant.

Knowledge of chemical and bacteriological sewage characteristics and standard methods of sampling and analysis of water and sewage.

Knowledge of the occupational hazards associated with the wastewater treatment plant.

Knowledge of the principles of chemistry as related to wastewater treatment.

Ability to maintain and prepare accurate and adequate reports and correspondence and make recommendations for improving operating efficiency.

Ability to plan, assign, and supervise the plant operations work programs.

Ability to motivate subordinate staff to develop and participate in innovative methods of accomplishing the goals of the Wastewater Program.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Possession of a valid Wastewater Treatment Plant Operator Grade V Certificate from the State Water Resources Control Board and three years of supervisory experience in wastewater treatment.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director

DATE: _____

ATS:GAK:ch:04/26/99