

City of Cooper City, FL

JOB DESCRIPTION



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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Chief Plant Operator

Department: Utilities FLSA Status: Non-exempt

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JOB SUMMARY

Highly responsible technical and supervisory position involving the administration of daily operations of City's water or wastewater municipal treatment plants, independently or in close coordination with the Treatment Plant Superintendent. Reports to the Treatment Plant Superintendent or Utility Director's designee.

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ESSENTIAL JOB FUNCTIONS

- Performs work activities associated with the water and/or wastewater treatment plan; provides technical support and guidance for staff under charge.
- Ensures safe, effective operation of plant facilities.
- Conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions in compliance with established regulatory, environmental and department standards.
- Ensures maintenance of accurate and complete records on plant operation and laboratory data.
- Assists in the development and delivery of new worker orientation; ensures proper training and instructions to trainee staff.
- Executes work and maintenance schedules, and ensures that building, grounds and equipment are maintained in proper condition.
- Performs routine laboratory tests and samples according to set test schedules. Reports correct results to the regulatory agencies.
- Assists in formulating and implementing operations rules, methods, techniques and procedures.
- Ensures safe use of all chemical and mechanical treatment related supplies.
- Reads and records daily plant parameters and equipment readings. Makes adjustments to the equipment based on guidelines set by the department.

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Approved by City Commission on 8/22/23

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- Performs or coordinates preventive, actual and emergency maintenance on all electrical and mechanical plant systems.
- Supervises subordinate personnel and recommends disciplinary actions in compliance with City's policies and union contract.
- Collects and/or verifies all types of data, signs various reports and transmits to appropriate regulatory agencies.
- Assists in developing project specifications related to treatment plants and all appurtenances, including pumps, motors, SCADA, etc.
- Assists in developing operating and capital budgets in coordination with Treatment Plant Superintendent and Assistant Director.
- Manages consultant and contractors in coordination with Treatment Plant Superintendent and Assistant Director.
- Performs related duties as directed.

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QUALIFICATIONS

Education and Experience:

High school graduation or possession of an acceptable equivalency diploma. Six (6) years' experience in the operation and maintenance of treatment plants; or an equivalent combination of education, training, and experience.

Licenses or Certifications:

Requires minimum 'B' Certification as both Water and Wastewater Treatment Plant Operator. 'A' certification is required for Water Treatment Plant Operator position. Based on the needs of the City, some of these requirements may be relaxed if tangible progress in obtaining the requisite Certifications is shown within six (6) months from the date of hire.

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Special Requirements:

None

Knowledge, Skills and Abilities:

- Knowledge of water and/or wastewater treatment plant operations policies, procedures and methods.
- Knowledge of general math principles and basic chemistry as such applies to treatment plant operations and functions.
- Knowledge of environmental and related regulatory standards governing the operations of a public water/wastewater treatment plant facility.
- Knowledge of City's procurement procedures.
 - Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications including but not limited to SCADA, databases, PLC instrumentation and associated peripheral equipment.
- Ability to develop and maintain records and reports in compliance with regulatory standards.

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- Ability to supervise the work of subordinates and provide mentoring guidance for succession planning.

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PHYSICAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-40 pounds).

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WORK ENVIRONMENT

Work is performed in a plant facility where there is exposure to various disagreeable environmental factors, e.g., loud noise, toxic/chemical agents, wet surfaces, odors.

The City of Cooper City, Florida has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

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 Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.
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 Employee Signature Date ¶
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 Supervisor (or HR) Signature Date ¶
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 The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ¶

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**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: CHIEF TREATMENT PLANT OPERATOR

GENERAL DESCRIPTION OF DUTIES

Highly responsible technical and supervisory position involving the administration of daily operations of a water and/or wastewater municipal treatment plant facility.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed therein if such functions are a logical assignment to the position.

- Performs work activities associated with the water and/or wastewater treatment plan; provides technical support and guidance for staff under charge.
- Ensures safe, effective operation of plant facilities.
- Conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions in compliance with established regulatory, environmental and department standards.
- Ensures maintenance of accurate and complete records on plant operation and laboratory data.
- Develops and implements effective delivery of new worker orientation; ensures proper training and instruction to trainee staff through certified personnel.
- Executes work and maintenance schedules, and ensures that building, grounds and equipment are maintained in proper condition.
- Performs routine laboratory tests and samples according to set test schedules.
- Assists in formulating and implementing operations rules, methods, techniques and procedures.
- Ensures safe use of all chemical and mechanical treatment related supplies.
- Reads and records daily plant parameters and equipment readings. Makes adjustments to the equipment based on guidelines set by the department.
- Performs preventive, actual and emergency maintenance on all electrical and mechanical plant systems.
- Performs other duties as directed.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of water and/or wastewater treatment plant operations policies, procedures and methods.
- Knowledge of general math principles and basic chemistry as such applies to treatment plant operations and functions.
- Knowledge of environmental and related regulatory standards governing the operations of a public water/wastewater treatment plant facility.
- Ability to develop and maintain records and reports in compliance with regulatory standards.
- Ability to supervise the work of subordinates.

Existing Job Description

Date of Approval or Update: Unknown

CLASSIFICATION TITLE: CHIEF TREATMENT PLANT OPERATOR

EDUCATION & EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Six (6) years experience in the operation and maintenance of treatment plants; or an equivalent combination of education, training, and experience. Requires minimum 'B' Certifications as both Water and Wastewater Treatment Plant Operator. Prefer 'A' certification in at least one (1) of the disciplines.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling and bending. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-40 pounds). Work is performed in a plant facility where there is exposure to a variety of disagreeable environmental factors, e.g., loud noise, toxic/chemical agents, wet surfaces, odors.

Existing Job Description

Date of Approval or Update: Unknown