



**Position:** Wastewater Lead Operator

**Department:** Public Works

**Status:** Exempt

**Last Updated:** 06/02/2022

**General Purpose:**

The Wastewater Lead Operator manages and directs operations for the City's sewage treatment plants, and lift stations. This position is a highly responsible operating supervisor with planning and budgeting responsibilities.

**Supervision Received:**

The Wastewater Lead Operator works under the immediate supervision of the Assistant Director of Public Works.

**Supervision Exercised:**

The Wastewater Lead Operator supervises the employees of the wastewater department of the Utilities Division of the Public Works Department.

**Essential Duties & Responsibilities:**

- Manage and direct the activities of the employees of the wastewater department's day to day operations.
- Supervise, train, and evaluate wastewater personnel.
- Prepare and communicate reporting data to the Illinois Environmental Protection Agency and other governmental and regulatory bodies.
- Work with staff to complete the daily lab and evaluate results to determine plant efficiency.
- Oversee the purchase of wastewater pumps, motors, and equipment.
- Plan, implement, and execute all sewer/wastewater maintenance projects.
- Administer all SCADA and technology for wastewater facilities.
- Serve as City liaison to various watershed groups.
- Performs other duties as assigned.

**Desired Minimum Qualifications**

**Education & Experience:**

- Minimum age of 18 years required.
- High School diploma or GED equivalent preferred.
- Thorough knowledge of the practices, principles, techniques, materials, and equipment of wastewater treatment.
- Municipal wastewater and management experience preferred.
- Within 12 months of hire, obtain Wastewater Class 1 license.
- Valid Driver's license, CDL preferred.

**Knowledge, Skills, and Abilities:**

- Ability to learn proper operation and application of tools and equipment.
- Advanced mathematical abilities to calculate wastewater loadings.
- Advanced wastewater laboratory skills
- A proficiency in wastewater management
- Knowledge of multiple different type of wastewater treatment plants
- The ability to learn about multiple types of lift stations.
- Read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling, and grammar.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity, and tactfulness.
- Ability to properly maintain and organize office files and records.
- Ability to respond to email requests in a timely manner.
- Knowledge of GIS, Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Knowledge of proper and safe methods of construction, maintenance, and repair.
- Demonstrated knowledge of wastewater operations.
- Ability to tabulate data to create spreadsheets.
- Ability to prepare and operate within the constraints of a budget.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

**Tools & Equipment, Physical Demands, Working Conditions**

**Tools and Equipment:**

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Pumps, instrumentation, control and telemetry system, valves, motors, electrical equipment, generators, filters, chemical feed equipment, air compressors, laboratory test instruments, motorized vehicles and equipment including push lawn mowers, zero turn, and riding lawn mowers, weed trimmers, shovels, rakes, common hand or power tools, chainsaws, drills, screwdrivers, hammers, wrenches, mobile radio, phone, small pickup trucks, trailers, wheelbarrow, ditch witch, jackhammer, walk-behind saw, skid steer/Bobcat, snow blower, combination loader/hoe, sweeper/vac truck, forklift, pumps, vibratory roller, front loader, single and tandem axle dump trucks, and snow plows.

**Physical Demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to stand or move for extended periods of time, possess average ordinary visual acuity, talk reach with hands and arms, walk, run, drive, climb and descend stairs, bend, crouch, lift and/or move up to 100 pounds. Frequent and regular movements are required using wrists, hands, and fingers to feel, handle, or operate equipment, tools, or controls. Effective audio-visual discrimination and perception to make observations quickly and accurately, correctly identify red, yellow, blue, and green, distance and peripheral vision, depth perception and the ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

**Working Conditions:**

Work activities are conducted primarily at the treatment plants with noise levels usually normal. Work occasionally occurs near moving mechanical parts in cold, hot, wet, humid, and dark conditions. Employees working in this capacity are exposed to human waste, occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, with risk of electric shock and vibration. While performing the duties of this job employees will be required to stand, talk, hear, use hands and fingers to handle, feel, or operate objects, tools, climb ladders, kneel, crouch, and bend regularly.

The weekly work schedule is approximately 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position may be required to work on some Saturdays, Sundays, and holidays. Work is sometimes required under adverse or unusual conditions such as in cold, hot, wet, dark, and cramped surroundings, in all weather conditions, and at all hours of the day. Work is frequently required near vehicular traffic. Duties must be performed independently or as a team member.

**Performance Measurements & Selection Guidelines**

- Regularly arrives for work on time prepared to perform the duties of the job.
- Adheres to City and Department policies and procedures.
- Attends Council and regional meetings, as necessary.
- Practices and sets an example of ethical conduct.
- Possess a professional manner and appearance.
- Demonstrates leadership.
- Avoids politics and partisanship.
- Accurately records tests, sample collections, and reports inspections.
- Sets a standard of excellence in customer service and staff support.
- Demonstrates safe driving skills and operation of equipment.

- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Adapts to changes in the work environment and manages competing demands.
- Conducts safe operations at treatment plants, safely operate vehicles, equipment, and tools of the position.
- Consistently produces accurate work and meets deadlines.
- Uses available methods to track on-going or semi-regular tasks and project deadlines.
- Completes routine or regular tasks without being directed by others.
- Drafts thorough and complete reports and memoranda reviewing for errors in work product.
- Displays composure, friendliness, and respect in treatment of the public and coworkers.
- Ability to exercise good judgement in analyzing problems.
- Respects the confidential nature of many aspects of the position.
- Adapts to changes in the work environment and manages competing demands.
- Has a thorough knowledge of the Department's policies, procedures, rules, regulations, structure, and operations and uses it appropriately to resolve problems and crises.

An employee in this position is also evaluated upon the general observations of the ability to perform all the essential responsibilities and duties.

**Selection Guidelines:**

Formal application; evaluation of education and experience; oral interview, reference check, background investigation; post-offer medical physical including drug and alcohol screening; job related tests may also be required.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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Department Head

Date

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City Administrator

Date