

City of Lake City, FL

Classification Description

Classification Title: WASTEWATER TREATMENT PLANT CHIEF OPERATOR

Pay Grade: 13

Department: WWTP

FLSA Status: Exempt

General Description

This is a responsible technical and supervisory position involving the administration of daily operations of the wastewater treatment plant and laboratory. Work is performed under the general direction of the Wastewater Plant Superintendent.

Nature of Work

Essential Functions:

- Schedules, coordinates and supervises work activities of treatment plant personnel. Provides technical support and guidance in their work activities.
- Ensures safe, effective operation of plant facilities in accordance with F.A.C. 17-602
- Conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions.
- Manages bio-solids and plant laboratory.
- Ensures maintenance of accurate and complete records on plant operation and laboratory data.
- Participates in new worker orientation; provides training and instruction to subordinates.
- Establishes work and maintenance schedules, ensures that building, grounds, and equipment are maintained in proper condition.
- Assists in formulating and implementing practice rules, techniques, and procedures.
- Provides information for preparation of annual budget.
- Purchases supplies and equipment for the plant.
- Controls chemical and mechanical supplies; ensures safe use of all treatment related supplies.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

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Equipment: Use small office equipment, including copy machines or multi-line telephone systems. Use computers for word processing and/or accounting purposes. Use medium equipment and machinery such as vehicles or commercial mowers. Repairs, develops, or installs complex software or management information systems.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Knowledge of wastewater treatment plant operations, policies, procedures and methods;
- Ability to make and maintain records and reports;
- Ability to supervise the work of subordinates;
- Ability to work rotating shifts; and
- Good mechanical skills.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and five (5) years experience in the operation and maintenance of treatment plants. Applicant must possess a valid Florida Class "B" Commercial Driver's License and Class "B" Operators Certificate (Wastewater) as issued by State of Florida.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Climbing
- Distinguish colors
- Walking
- Smelling
- Driving

Environmental Conditions:

- Works inside
- Works out-of-doors in various weather conditions with: noise, chemicals, electrical energy, and odors
- Works on slippery and uneven surfaces
- Works with vibrations

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SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature