

City of Lake City, FL

Classification Description

Classification Title: WASTEWATER PLANT LEAD OPERATOR
Department: WASTEWATER

Pay Grade: ~~11~~-6
FSA Status: Non-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 WWTP Chief Operator.

Nature of Work

Essential Functions:

- Assists coordinates and supervises, in the operation of wastewater treatment or water pollution control facilities including collecting and analyzing samples, testing and supervising the running of tests.
- Analyzes and adjusts individual plant processes.
- Conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions.
- Maintains proper biological balance processes for quality effluent.
- Monitors all plant systems for problems, reads charts, meters, and gauges. Helps to correct malfunctions. Collects samples and performs routine laboratory analysis.
- Maintains plant logs, water analysis records, and other computer data.
- Supervises subordinate trainees and operators.
- Assists in the training of personnel.
- Checks records and reports. Drives a vehicle.
- 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

Equipment: Uses computers for data entry. Uses computers for word processing and/or accounting

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purposes. Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

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 include:

- Knowledge of the treatment plant operations, policies, procedures and methods;
- Ability to make and maintain records and reports. Ability to organize, establish priorities, supervises technical employees and to assure high quality operations at all times;
- Ability to work rotating shifts;
- Ability to supervise the work of subordinates; and
- Good mechanical skills.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and three (3) years experience in the operation and maintenance of treatment plants. Must possess a State of Florida Class "B Wastewater Operators Certification. Must have a valid Florida Driver's License with an acceptable driving record.

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
- Depth Perception
- Distinguish colors
- Walking
- Climbing
- Smelling
- Driving

Environmental Conditions:

- Works inside
- Works out-of-doors in various weather conditions with: noise, dust, fumes, gases, chemicals, solvents, grease or oils, electrical energy, slippery surfaces, uneven surfaces, in or with moving objects and odors
- Works at heights (up to 60 feet)

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- Works with vibrations

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 change. By signing below I am indicating I have read and concur with the above description of my job.