

WATER POLLUTION CONTROL FACILITY LEAD OPERATOR

DEFINITION

Under direction, performs as lead operator in the operation and maintenance of the water pollution control facility (WPCF) and assumes responsibility for monitoring, adjusting, minor mechanical repair and maintaining equipment, grounds and facilities on assigned shift. This classification is allocated to the WPCF Division of the Utilities and Environmental Services Department.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level position in the WPCF Operator series and requires a Grade III Certificate issued by the State Division of Water Quality Control. Performs lead responsibilities on assigned shift.

SUPERVISION RECEIVED

General supervision is provided by the WPCF Operations Supervisor and/or WPCF Operations and Maintenance Manager and/or Water Pollution Control Facility Manager.

SUPERVISION EXERCISED

Responsibilities include providing lead direction to operators, operators-in-training and semi-skilled workers as required.

ESSENTIAL DUTIES

Ensures compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitor equipment regularly.

Routinely performs plant rounds and inspections, reports significant changes in process or equipment conditions.

Plans, assigns, prioritizes, and reviews work of assigned personnel, and assists supervisors and managers in preparing performance evaluations for personnel assigned to his/her shift by providing input.

Operates and assists in preventative maintenance of process equipment in the facility used for the treatment of wastewater, digestion of sludge and disposal of waste products.

Monitors, interprets and records meter readings and gauges at various stages of the treatment process and adjusts controls as needed.

Reviews and interprets operational data to insure efficient process operation.

Reviews and analyzes WPCF Supervisory Control and Data Acquisition (SCADA) data to ensure that correct values are inputted and that trends meet expected normal parameters. As appropriate and necessary, notifies supervisor of unusual situations and makes inspections or corrects system problems.

Collects and preserves samples, and performs routine, standardized tests (e.g., chlorine residual titrations, settleable or total solids, acid and alkalinity, sulfide analysis, pH determinations, and various colorimetric tests) using Standard Methods, or approve SOPs and quality control basic standards.

Monitors and adjusts valves, pumps, motors, generators, and other equipment involved in the treatment and disposal of wastewater to ensure proper operation and maximum efficiency.

Operates and maintains equipment involved in energy generation to ensure proper operation and maximum efficiency.

Inspects and troubleshoots equipment problems and processes, and takes or recommends corrective action.

Ensures that required log entries are made in a professional and complete manner related to plant performance and status during assigned shift and ensures the turnover of information between shifts.

Performs preventative and routine maintenance work during assigned shift.

Cleans, inspects and lubricates plant machinery and equipment as needed.

Ensures that equipment, tools, materials and worksite are maintained in a proper and safe condition.

Observes proper safety precautions, rules, regulations and practices; actively participates in safety programs.

Assumes responsibility for safety and training of assigned shift.

Trains new WPCF Operators and other personnel assigned to operations on his/her shift.

Participates in group problem solving activities to identify process improvements and initiatives.

Work directly on housekeeping tasks as assigned.

Work on individual and group special projects as assigned.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, equipment, material, and tools used in the operation, cleaning and preventative maintenance of wastewater treatment and disposal facilities.

Safety principals associated with wastewater treatment such as but not limited to: lock out/ tag out, confined space entries, fall protection, energized electrical equipment, material safety data sheets, and personal protection equipment.

Wastewater treatment processes and tests used to verify the effectiveness of such processes.

SCADA operating systems and other computer applications related to operation and maintenance of wastewater treatment facility.

Safe handling of hazardous chemicals.

Basic laboratory operations and standard chemical and physical tests of water, wastewater, and sludge.

Tools, equipment and methods used in the overhaul, repair, adjustment and modification of facility equipment.

Practical applications of pumping, piping and electrical systems as applied in a water pollution control facility.

Basic arithmetic.

Practical understanding of labeled water streams within plant (potable water, recycled water, etc.) and knowledge of regulatory requirements for each.

Applicable safety rules and regulations.

Ability to:

Operate process equipment within target parameters in a water pollution control facility.

Recognize need to adjust processes as necessary to insure permit compliance, take appropriate actions and keep management informed of critical process issues.

Remain current on all aspects of wet weather standard operating procedures.

Facilitate safety tailgate meetings.

Handle hazardous chemicals in a safe manner using proper personal protection equipment.

Perform standard laboratory tests of water, wastewater and sludge, following laboratory's QA/QC guidelines.

Evaluate and interpret plant process performance analysis and data, and based on this analysis, make appropriate changes to plant operations to insure compliance with all permit requirements.

Perform minor mechanical repairs, maintenance work and preventative maintenance of equipment.

Handle a variety of highly critical duties required to operate the plant in conformance with all permit requirements without close supervision.

Use and maintain the tools and equipment of the work skillfully and safely.

Train and instruct assigned staff in the areas of safety, plants operations and procedures.

Maintain and evaluate manual and automated logs, records, reports and charts.

Maintain positive and cooperative working relationships with coworkers and supervisors.

Follow department policies and procedures related to assigned duties.

Follow oral and written directions.

Provide lead direction and motivation to operators, operators-in-training and semi-skilled workers as required.

Make basic arithmetic computations.

Organize and prioritize a variety of projects and tasks in an effective and timely manner, set priorities, meet critical deadlines, and delegate work to assigned personnel.

Operate modern office equipment, including computers and specialized software applications.

Perform heavy physical labor.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) year of operational experience working in a water pollution control facility while in possession of a Grade II Certificate or higher.

Education: Equivalent to completion of the twelfth (12th) grade.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License. Possession and maintenance of a Grade III Certificate issued by the California State Division of Water Quality Control.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities to: frequently stand and walk throughout the day; regularly bend, stoop, reach and handle equipment; ability to lift, carry, push and pull up to 50 pounds while servicing equipment or when assigned to maintenance activities; ability to occasionally sit, kneel, squat, crawl, climb and twist; work in an environment with exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain); withstand exposure to loud noises, moving objects, dust, chemicals, hazardous waste, mechanical and electrical hazards; ability to read fine print on labels, manuals, and diagrams; ability to converse over the telephone or using a radio device and in-person; drive vehicles. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One year

Revised: October 2013

AAP Group: 17

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt