

Chief Water Treatment Plant Operator

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced technical work planning, organizing and directing water treatment, ensuring compliance with regulatory agency requirements, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Manager. Departmental supervision is exercised over all water plant personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, organizes and directs the operations of the water treatment plant and related facilities.

Ensures plant operations meet compliance requirements of federal and state regulatory agencies.

Prepares and submits operations and permit compliance reports to the Department of Environmental Quality, Department of Health and appropriate City staff.

Submits safety and SCBA inspection report forms.

Oversees packaging and shipment of preserved samples for various analyses.

Assists in the recruitment and selection of department personnel; develops schedules, assigns, directs, inspects the work of and evaluates the performance of assigned staff; coaches, counsels and trains assigned personnel; prepares and tracks employee timesheets; recommends rewards, transfers and promotions; disciplines, suspends, demotes and terminates staff when appropriate.

Maintains inventory of and orders sampling kits, reagents, chemicals, equipment and related supplies; submits invoices for payment.

Coordinates departmental activities and work in close communication with engineering and public works department heads.

Prepares and submits annual laboratory quality assurance/quality control performance evaluation report.

Oversees the preparation and maintenance of various files and records in accordance with retention requirements.

Prepares, submits and maintains a variety of reports and records on all phases of the water collection, treatment, distribution and consumption; reviews lab and plant operation reports.

Assists with annual quality assurance/quality control studies for the Environmental Protection Agency; assists with annual inspections by the Department of Environmental Quality.

Collects and analyzes samples; checks and records laboratory equipment temperatures; calibrates laboratory equipment.

Monitors plant operating systems; checks pumps and motors for proper operations.

Maintains data logs for backflow prevention program and ensures devices are tested annually.

Prepare leave reports, time sheets and calendars.

Obtains price quotes from vendors; orders supplies for plant and laboratory.

Reads meters, gauges and dials; records statistical data and maintains logs on data.

Performs a variety of preventive maintenance tasks including minor electrical and plumbing repairs.

Answers telephone; receives and responds to inquiries and complaints.

Performs a variety of preventive maintenance, grounds keeping and housekeeping duties.

Knowledge, Skills and Abilities

Thorough knowledge of the operating principles and practices and the maintenance requirements of water treatment plant equipment and machinery; thorough knowledge of the occupational hazards and safety precautions associated with plant operations; thorough knowledge of federal, state and local laws, ordinances and regulations pertaining to the treatment of water; thorough knowledge of chemistry as applied to water treatment; thorough knowledge of

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standard laboratory principles, techniques, terminology and equipment; ability to effectively plan and supervise the work of others; ability to communicate ideas effectively, both orally and in writing; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with City officials, regulatory agency representatives and the general public.

Education and Experience

Associates/Technical degree with coursework in civil or mechanical engineering, or related field and extensive experience in water treatment plant operations and administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), working near moving mechanical parts, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, frequently exposure to fumes or airborne particles and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of a Class II Water Treatment Operator's certifications issued by the Commonwealth of Virginia.
Possession of an appropriate commercial driver's license valid in the Commonwealth of Virginia.

I accept the responsibilities of this position and the requirements therein.

Signature/Date