

WASTEWATER TREATMENT PLANT LEAD OPERATOR

GENERAL STATEMENT OF RESPONSIBILITIES

This position serves as the operator in charge during any given shift and is next in command to the Assistant Wastewater Treatment Plant Operations Manager. The incumbent is guided by assignments received from the Assistant Wastewater Treatment Plant Operations Manager and the Wastewater Treatment Plant Operations Manager, but is carried out with considerable independent judgment in accomplishing the work. This is a District safety-sensitive position in accordance with Arizona law and in some situations, a DOT safety-sensitive position.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Assists Assistant Wastewater Treatment Plant Operations Manager and Wastewater Treatment Plant Operations Manager in planning, organizing, assigning, directing, and reviewing the work of subordinate employees engaged in the operation and maintenance of the wastewater treatment plant, advanced water treatment facility, and reclaimed water distribution and disposal facilities.
2. Oversees and directs subordinates in the operation and maintenance of facilities during assigned shifts to meet all applicable regulatory requirements and in accordance with design criteria. Assists in developing and implementing techniques and methods of process control which increase plant efficiency.
3. Acts as Assistant Wastewater Treatment Plant Operations Manager in his absence.
4. Works with WWTP Operators I, II, III, and IV to resolve equipment and process problems.
5. Coordinates equipment repair or replacement such that plant effluent quality limits are maintained.
6. Assists in overseeing the work of others contracted to work on plant components.
7. Performs laboratory analyses to ensure adequate process control.
8. Prepares or supervises subordinate's preparation of monthly, quarterly, and annual reports.
9. Assists Assistant Wastewater Treatment Plant Operations Manager and Wastewater Treatment Plant Operations Manager in overseeing and implementing the preventive maintenance program of the plant.
10. Assists Assistant Wastewater Treatment Plant Operations Manager and Wastewater Treatment Plant Operations Manager in the implementation of the plant safety program and directs shift activities related to safety.
11. Assists in training WWTP Operators I, II, III, and IV.
12. Prepares work orders.
13. Initiates requisitions for tools, materials, equipment, and services.
14. Responds to emergency or abnormal facility situations outside of normal work shift.

15. May be required to work rotating shifts.
16. May be required to be “on-call” and carry a District phone and/or laptop.
17. Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of District policies and procedures.
2. Knowledge of the methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant components.
3. Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
4. Knowledge of the occupational hazards in wastewater treatment plants and safety measures to be implemented.
5. Ability to work with raw sewage and chemicals using normal protective equipment.
6. Ability to plan and direct the work of subordinate employees.
7. Ability to operate and maintain equipment used in wastewater treatment process.
8. Ability to recognize equipment and process problems.
9. Ability to recognize needed repairs.
10. Ability to perform, analyze, and interpret laboratory tests for the purpose of making operational adjustments.
11. Ability to deal effectively with people at all levels.
12. Ability to read and interpret engineering specifications and drawings pertaining to plant expansions and improvements.
13. Ability to work in a wide variety of weather conditions and exposure to the elements.
14. Ability to lift and move heavy objects (100 lbs.) short distances (100 feet or less).
15. Ability to support 50 lbs. overhead.
16. Ability to work in small, cramped spaces and comply with confined space entry procedures.
17. Ability to understand and follow oral and written instructions in the English language.

REQUIRED TRAINING AND EXPERIENCE

This position requires graduation from high school, a minimum of one year's experience as Wastewater Treatment Plant Operator IV, and one year's supervisory experience.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment physical and drug test.
2. Must possess a valid AZ driver's license with a good driving record.
3. May be required to possess a valid AZ CDL in good standing.
4. Must possess a Grade IV Arizona Department of Environmental Quality Wastewater Treatment Certification.
5. Ability to obtain and maintain certification to wear respirator & SCBA equipment in accordance with OSHA requirements.