



JOB TITLE: Treatment Lead Operator
DEPARTMENT: Treatment Operations
REPORTS TO: Treatment Operations Manager
FLSA STATUS: Non-Exempt

SUMMARY OF POSITION

The primary function of the position is to perform and oversee the skilled technical operations of the wastewater treatment facility, advanced water treatment facility, and reclaimed water distribution and disposal facilities. This position serves as the operator-in-charge and provides direction to Treatment Operators and Trainees. The incumbent is guided by assignments received from the Treatment 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.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Performs all duties of Treatment Operator, but with a greater degree of proficiency, oversight, and responsibility.
- Assists Treatment 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.
- Oversees and directs subordinates in day-to-day operations during assigned shifts to meet all applicable regulatory requirements and design criteria. Assists in developing and implementing techniques and methods of process control which increase plant efficiency.
- Utilizes advanced SCADA graphing and observational techniques to forecast future treatment facility process adjustments.
- Works with hazardous chemicals such as chlorine gas, bleach in solid or liquid form, caustic soda, citric acid, polymers, and various cleaners and herbicides in the operation and maintenance of treatment facilities.
- Oversees the safe and correct operation of District equipment such as fork trucks, backhoe/loaders, and aerial lifts.
- Performs sampling and laboratory analyses of wastewater in various stages of treatment for process and compliance control. Confer daily with Laboratory Staff to plan both short-and long-term operational strategies and goals.
- Works with Treatment Operators to resolve equipment and process problems and further their knowledge in facility operations.
- Coordinates and assists with equipment repair or replacement with the Maintenance Department such that plant effluent quality limits are maintained.
- Supervises the work of others contracted to work on treatment facilities and provides needed documentation and operational insight.
- Assists Treatment Operations Manager in the administration and training of the plant safety program and is responsible for and directs shift activities related to safety.
- Assists in training and development of new Treatment Operators and Trainees.
- Prepares and completes work orders for the preventative maintenance and repairs of equipment using the Computerized Maintenance Management System (CMMS).
- Initiates requisitions for tools, materials, equipment, and services following District policies and procedures.

- Ensures facility appearance is well-maintained and work environment is safe, clean and orderly by directing activities such as washing equipment and machinery, painting, grounds maintenance and other custodial duties of facilities and common areas, such as break and locker rooms.
- May need to respond to emergency or abnormal facility situations outside of normal work shifts.
- Works rotating shifts which may include day, night, weekend, and holiday hours.
- Required to be “on-call” and carry a District phone and/or laptop on a rotating basis.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District policies and procedures.
- Knowledge of the methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant components.
- Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
- Knowledge of the operational practices and principles of advanced treatment processes such as ultra-filtration membranes and UV disinfection.
- Knowledge of the occupational hazards in wastewater treatment plants and safety measures to be implemented.
- Knowledge of laboratory practices required to properly evaluate treatment processes.
- Ability to work with raw sewage and chemicals using appropriate protective equipment and direct the safety actions of subordinates, contractors, and others while on District property.
- Ability to plan and direct the work of subordinate employees.
- Ability to operate and maintain equipment used in wastewater treatment process.
- Ability to recognize equipment and process problems and form sound decisions based upon previous experience and proper judgement.
- Ability to recognize needed repairs and direct work of others in the repair process.
- Ability to perform, analyze, and interpret laboratory tests for the purpose of making operational adjustments.
- Ability to read and interpret engineering specifications and drawings pertaining to plant expansions and improvements.
- Ability to understand and follow oral and written instructions in the English language.
- Ability to complete required OSHA and other safety training classes.
- Basic knowledge of software programs and applications including Microsoft Office products and web-based programs.
- Ability to work cooperatively and professionally with all other District employees, vendors and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Most work is performed in a plant/field setting, often outdoors, with occasional work done in an office environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Ability to lift and move heavy objects short distances (30 pounds unassisted and up to 100 pounds assisted).
- Ability to support 50 pounds overhead.

- Ability to obtain and maintain certification to wear respirator & SCBA equipment in accordance with OSHA requirements.
- Ability to work in small, cramped spaces and comply with confined space entry procedures.
- Ability to safely drive District vehicles and operate equipment such as fork trucks, front end loaders/backhoes and aerial lift equipment.
- Ability to use common hand tools and equipment for operation and maintenance tasks such as: hammers, power drills, screwdrivers, power saws, pressure washers, etc.
- Ability to wear protective equipment as required, such as a respirator, hard hats, safety-rated steel-toed boots, and retrieval harness.
- Sufficient body flexibility, mobility, stamina, and balance to perform operation and maintenance tasks which require moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, climbing stairs and ladders, lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight, walking over uneven terrain.
- Visual and muscular dexterity to operate a motor vehicle, equipment, hand tools and computer.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, discern color-coded equipment indicators, and move over rough or unfamiliar terrain.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools to adjust or maintain equipment,

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- High school diploma or GED equivalency,
- Must possess and maintain a Grade 4 Wastewater Treatment Operator Certification from Arizona Department of Environmental Quality.
- Four years' experience as a Treatment Operator and demonstrated competency as a shift leader.
- Ability to obtain and maintain certification to wear respirator & SCBA equipment in accordance with OSHA requirements.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.