

**City of Grass Valley
JOB DESCRIPTION**



SENIOR TREATMENT PLANT OPERATOR

Department: Public Works Department

FLSA Status: Non-Exempt

**Reports To: Utilities Superintendent/Chief Treatment
Plant Operator**

Unit: 2, Full-time Position

SUMMARY OF JOB PURPOSE

The Senior Treatment Plant Operator assists with the planning, administration and coordination of activities and operations in the water and wastewater treatment plants, water storage, and related facilities; performs a variety of skilled work involving the construction, maintenance, operation, and repair of water and wastewater treatment facilities; assists in the coordination of assigned activities with other City departments and outside agencies; provides highly responsible and complex technical staff assistance to the Utilities Superintendent/Chief Treatment Plant Operator and/or Public Works Director/City Engineer, or designee; directs and supervises the work of assigned employees; establishes and implements assigned programs' objectives and performance standards; responsible for fulfilling the mission and carrying out the policies of the Department; and performs other related duties as required.

Responsible for carrying out the mission of the City and the Department in adherence to the City's and departmental organizational values. The Senior Treatment Plant Operator shall maintain the appropriate licenses/certifications required to be the City's designated Chief Plant Operator, and perform all functions/duties required by the State of California as the City's designee in the absence of the City's designated Chief Plant Operator.

Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Senior Treatment Plant Operator classification for lack of obtaining and/or maintaining required certifications and/or licensure.

SUPERVISION RECEIVED AND EXERCISED

The Senior Treatment Plant Operator is a supervisory level position responsible for assisting the Utilities Superintendent/Chief Treatment Plant Operator in the day-to-day business of administering, directing and supervising the assigned plant. The Senior Treatment Plant Operator is expected to perform the entire range of plant operation work along with exercising direct supervision over assigned subordinate professional, technical and/or clerical staff, including evaluating, and disciplining assigned personnel.

This position receives general supervision from the Utilities Superintendent/Chief Treatment Plant Operator and/or Director of Public Works/City Engineer, or designee. In the absence of the Utilities Superintendent/Chief Treatment Plant Operator, the Senior Treatment Plant Operator may serve in an acting capacity.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Assists with the planning, coordination and supervision of work activities for assigned operations of the water and wastewater plants, water storage facilities, and other related facilities; participates in the development of the division's work plans; assigns work activities to subordinate employees, projects and programs; monitors workflow and activities to ensure safe practices, quality and accuracy; assists with the review and evaluation of work products and methods, and ensures compliance to applicable rules, policies and procedures.
2. Operates and/or supervises the wastewater treatment facilities to control flow and processing of wastewater, sludge, and effluent; monitors gauges, meters and control panels; observes variation in operating conditions; interprets meter and gauge reading and test results to determine processing requirements. Performs laboratory analysis to determine process efficiency and quality assurance.
3. Operates and/or supervises the water treatment, and storage facilities to control flow and processing of potable water; monitors gauges, meters and control panels; observes variation in operating conditions; interprets meter and gauge reading and test results to determine processing requirements. Performs laboratory analysis to determine process efficiency and quality assurance.
4. Assists with the supervision of the operation of and/or operates valves and gates, pumps, engines and electric motors to control and adjust flow and treatment processes; performs routine maintenance work on filters, valves, tanks and related equipment and facilities.
5. May assist in the inspection of construction activity relative to water and wastewater plant systems.
6. Assists in the timely requisition of supplies, materials and equipment for assigned divisions or facilities.
7. Participates in the preparation of monthly and annual reports for appropriate State agencies.
8. Assists in coordinating the biosolids processing, hauling and disposal operations in accordance with EPA regulations.
9. Participates in the selection of staff; trains, motivates and evaluates staff; provides and/or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures.
10. Participates in the development and administration of the Public Works Water and Wastewater budgets; assists in capital project development, system operational manuals, policies and procedures, and monitors expenditures.
11. May assist in administering and monitoring contracts for materials or services relating

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to Public Works Water and Wastewater Plant operations.

12. Receives and responds to public inquiries, requests for assistance and complaints regarding assigned public works activities; participates in public meetings as necessary.
13. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Principles, practices, operations and administration of water and wastewater treatment plant facilities; operation and maintenance of mechanical equipment such as pumps, valves, electric motor variable speed control panels, gear reduction drives, chain driven equipment, microprocessor controllers and other related equipment.
2. Physical, chemical and biological plant processes;
3. Hazardous conditions associated with the treatment plant industry;
4. Chemicals used in treatment and disinfection of water;
5. Legal, financial and public relations issues associated with assigned Public Works activities;
6. Organizational and Management practices as applied to the analysis and evaluation of programs, policies and operational needs;
7. Recent developments, current literature, and sources of information regarding public works water and sewer practices;
8. Methods and techniques of Public Works procurement, contracts and administration;
9. Basic principles and practices of program and budget development administration and evaluation;
10. Methods and techniques of supervision, employee evaluation, training and motivation;
11. Principles of mathematics, chemistry, and sciences, as related to water and wastewater treatment facilities;
12. Applicable local, State and Federal laws, codes and regulations;
13. Methods and techniques for record keeping and report preparation and writing;
14. Proper English, spelling and grammar;
15. Occupational hazards and standard safety practices;
16. Current Federal, State and local regulatory requirements applicable to treatment of water and wastewater;

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17. Basic chemical tests and process control monitoring for National Pollution Discharge Elimination System (NPDES) compliance;
18. Computers and software for use in process control.

Skills in:

1. Interpreting and complying with provisions of applicable codes, ordinances and regulations enforceable by the City, especially those pertaining to wastewater and water treatment standards and practices, and interpreting lab data for process control.
2. Inspecting assigned areas for a wide variety of maintenance, repair and risk management issues.
3. Recognizing, prioritizing and accomplishing needed tasks.
4. Researching, preparing and writing clear and concise technical reports.
5. Supervision of employees.

Ability to:

1. Provide effective leadership and coordinate the activities of assigned Public Works staff.
2. Plan and organize efficient and effective work schedules.
3. Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
4. Read and interpret maps, sketches, drawings, specifications and technical manuals.
5. Read, decipher and understand plans and specifications for infrastructure components and pipelines.
6. Operate personal computers and related software programs; specifically software to assist in the operation of water and wastewater plants and facilities.
7. Interpret, explain and apply applicable laws, codes and regulations.
8. Work independently and as part of a team.
9. Analyze complex issues, develop and implement appropriate responses.
10. Follow written and oral instructions.
11. Observe safety principles, work in a safe manner and recognize unsafe conditions including in confined spaces.
12. Communicate clearly and concisely, both orally and in writing.
13. Use tools necessary in making general repairs and adjustments to motors, pumps, and other equipment.
14. Perform all plant operations without supervision.

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15. Establish and maintain positive working relationships with representatives of state/local agencies, City management, staff and the public.
16. Perform planned maintenance and emergency work under confined space conditions.
17. Work in a rapidly changing environment.
18. Guide groups of visitors through the plant and promote a customer service focus in forging cooperative public relations.
19. Lead and train subordinate operators as necessary.
20. Respond quickly and competently in emergencies.
21. Carry out the mission of the City and the department and adhere to the City's and the department's organizational values.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills is:

1. To have a high school diploma or GED and three (3) years of recent, full-time general mechanical or maintenance supervisory experience; which includes experience in the maintenance of pumps, electric motors, electric motor control panels, gear reduction drives and chain driven equipment.
2. Possession of a valid California Grade III Wastewater Certificate issued by the California Water Resources Control Board and possession of a valid State of California Grade III or higher Water Treatment Plant Operator Certification.
3. An Associates degree or higher in a related field from an accredited college or university may substitute for one (1) year of general mechanical or maintenance supervisory experience.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Must have a valid Class C California Drivers License with an acceptable driving record and pass an appropriate background check prior to hire date.
2. Possession of a valid California Grade III Wastewater Certificate, issued by the California Water Resources Control Board and possession of a valid State of California Grade III or higher Water Treatment Plant Operator Certification. A valid California

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Grade IV or higher, issued by the California Water Resources Control Board must be obtained within 24 months from the date of appointment.

3. Possession of a valid CWEA Level I Lab Director eligible certification is preferred, but must be obtained within 24 months from the date of appointment.
4. Possession of Confined Space Entry Supervisor Certification is preferred, but must be obtained within 24 months from date of appointment.
5. Management reserves the right to terminate an incumbent in the Senior Treatment Plant Operator classification for lack of required certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The incumbent must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

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WORKING ENVIRONMENT

While performing the duties of this job the incumbent is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and a steady level of loud noise.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted: June 19, 2012

Revised: May 29, 2013

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