

JOB DESCRIPTION

City of Patterson



Human Resources

CHIEF PLANT OPERATOR

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal supervision from the Wastewater Manager, the Chief Plant Operator plans supervises and participates in the operation, maintenance and repair of the City's wastewater treatment facilities; recommends operating and reporting procedures for regulatory compliance; monitors laboratory operations including sampling and testing procedures; ensures the effectiveness of the vegetation management program at the Water Quality Control Facility (WQCF) and other designated areas; assists with the development of the annual Division budget; assists public works crews as needed; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal supervision from the Wastewater Manager.

Provides direct supervision over day-to-day plant operations and assigned personnel.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Plans, assigns, supervises and participates in the day-to-day operation of the wastewater treatment facilities.

Monitors work activities of subordinate staff; evaluates performance and prepares personnel performance reports.

Develops and implements approved operating and reporting procedures for regulatory compliance.

Monitors all laboratory operations, including sampling and testing procedures and receiving waters.

Develops training schedules and makes training presentations for subordinate employees.

Calculates loading and flow rates and sets pumping rates.

Makes control adjustments at the treatment facility based on meter readings.

Ensures the effectiveness of the vegetation management program at the WQCF and other areas as assigned.

Monitors and services manhole Telog units, which record sewer water levels in the City's collection system.

Samples, monitors, services, and documents lab test results of businesses involved in the wet industry.

Enforces safety regulations and practices safe work practices.

Assists the Wastewater Manager with the preparation of the annual Division budget.

May be required to assist Public Works crews at times.

Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principals, methods and practices related to the operation and maintenance of wastewater treatment facilities and systems; principles and practices of effective supervision and training; record keeping and reporting procedures; practices, tools, equipment and materials used in wastewater treatment system operation, maintenance and repair work; laws, rules, regulations and environmental requirements applicable to the operation and maintenance of wastewater treatment facilities and systems; safety laws and regulations and safe work practices; principles of customer service; machinery, equipment, materials and operating procedures of a modern wastewater treatment plant; function and repair of wastewater treatment plant machinery and equipment; standard laboratory testing procedures, calculations and chemicals used in the treatment of wastewater.

Ability to: Provide training for subordinate operators; perform a wide range of assignments and the most complex work involved with the operation, maintenance, adjustment and repair to the City's wastewater system; inspect wastewater treatment facilities and systems for proper and safe operating conditions; collect samples and conduct basic laboratory tests as needed; skillfully use a variety of hand and power tools required for the maintenance, testing, monitoring, adjustment and repair of wastewater facilities and systems; effectively operate testing equipment; prepare and maintain accurate records, reports and detailed and accurate logs; operate specialized computer programs, including the City's SCADA system; interact tactfully and courteously with the public; communicate effectively in oral and written form; and establish and maintain effective working relationships with others.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent supplemented by specialized courses in water or wastewater plant operation and maintenance.

Experience: Five (5) years of increasingly responsible experience in the area of water or wastewater treatment

operation.

License or Certificate: Possession of a valid Class C California driver's license.

Dependent upon assignment, some positions in this classification may be required to obtain and maintain a valid California Class B driver's license.

Possession of a Grade III (or greater) Wastewater Treatment Plant Operator Certification from the California State Water Resources Control Board equivalent to current plant rating.

PHYSICAL REQUIREMENTS

Physical Requirements: Occasionally sits; frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; perform duties assigned while wearing respiratory protection equipment; corrected hearing and vision to normal range; verbal communication; use a variety of hand and power equipment and testing equipment used in the wastewater treatment system monitoring, maintenance, adjustments, and operations; use a computer and telephone.

Environmental Conditions: Work is performed in a plant facility and outdoors in varying temperatures and weather conditions; some assignments may be performed in a shop or office; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff.

FLSA Status: Non-Exempt

Revised: July 2001

Revised: August 2022