
UTILITIES PLANT CHIEF OPERATOR

JOB PURPOSE:

Performs difficult technical and administrative work supervising the day-to-day operations of a water and/or wastewater treatment plant; does related work as required. Work is performed under the general supervision of the Director of Public Utilities. Supervision is exercised over plant personnel.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Planning, organizing and directing water and wastewater treatment; ensuring compliance with regulatory agency requirements; maintaining records and files; preparing reports.

- Plans, organizes and directs the operations of a water and wastewater treatment plant and related facilities;
- Ensures efficient plant operation and maintenance;
- Maintains treatment plant operational, maintenance and administrative records;
- Oversees, updates and maintains GIS mapping system;
- Evaluates work performance of subordinates; counsels employees as necessary;
- Ensures plant operators receive training and meet OSHA requirements;
- Prepares work schedule; maintains leave records; authorizes leave and overtime;
- Analyzes operational data; determines changes and improvements required to accomplish objectives more effectively;
- Oversees implementation of underground utilities protection program;
- Maintains records and prepares a variety of reports for regulatory agencies concerning treatment operations;
- Compiles data and information and prepares reports for Director;
- Assists Director in developing and managing annual operational budget;
- Responds to complaints regarding treatment operations, water quality, etc.;
- Responds to after hours and weekend customer service issues;
- Maintains a continuous communication with personnel to identify operational problems and develops corrective measures;
- Performs the duties of utility plant operator when required;
- Performs related tasks as required.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in environmental sciences or related field and extensive experience in water or wastewater treatment plant operation including considerable supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of modern water and/or wastewater treatment plant principles and operating practices; comprehensive knowledge of the hydraulic, chemical and mechanical principles pertinent to treatment plant operations; ability to effectively plan and supervise the work of others; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with regulatory agency officials, associates and the general public. Experience with maintaining GIS mapping systems. Computer experience including familiarity with Windows Office software.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of or ability to acquire Class IV Virginia Water and Class II Wastewater licenses within eighteen months of hire.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self-contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.