

ENCINA WASTEWATER AUTHORITY

DATE: May 2018

POSITION TITLE: Lead Operator

DEPARTMENT: Operations

REPORTS TO: Operations Supervisor

FLSA STATUS: Nonexempt

POSITION SUMMARY: Under the supervision of the Operations Manager, this position: performs operational activities and limited maintenance of complex treatment systems and auxiliary equipment at the Encina Water Pollution Control Facility (EWPCF) and other Authority operated facilities; assists in the supervision of Operations staff; performs Biosolids Environmental Management System (EMS) tasks; and other related duties as assigned.

SUPERVISORY DIMENSIONS: Provides technical and training assistance for Operator-in-Training/Operator I/Operator II staff, and supervises Operations staff in the absence of a Shift Supervisor.

ESSENTIAL JOB DUTIES:

- Promote the Authority's Mission, Vision, and Values.
- Exhibit all leadership traits and ethical behaviors required of California local government executives.
- Operate complex treatment processes in order to safely and efficiently meet all permit requirements.
- Operate auxiliary facilities such as potable and reclaimed water systems, chemical handling, solids handling, alternative fuel handling, pipeline conveyance, pumping stations, septic waste disposal, compressed air systems, and cogeneration facilities.
- In the absence of the Shift Supervisor, supervise on-shift Operations staff so that Department plans, goals, and objectives are completed in a safe and efficient manner, and in accordance with permit requirements.
- Provide technical assistance and training for Operators as required.
- Monitor, troubleshoot, and perform minor repairs on various equipment including pumps, motors, regulators, etc.
- Perform Biosolids Environmental Management System tasks and monitor critical control points within the plant.
- Perform laboratory testing for evaluation and process control.
- Drive Authority vehicles.

- Operate fork lifts, utility carts, dump trucks, semi-tractors, trailers and other equipment within the plant compound.
- Perform daily plant checks; inspect valves, pumps and equipment; and monitor instrumentation and control system.
- Perform wastewater treatment tasks such as emergency and scheduled shutdowns, cleaning of tanks and equipment, and operation of process controls.
- Inspect and report problems in plant treatment processes.
- Perform general housekeeping tasks and building maintenance.
- Interface with the public, trucking firms, contractors, consultants and vendors.
- Monitor plant performance via the SCADA system.
- Perform preventive maintenance tasks on mechanical equipment.
- Monitor cogeneration facilities and heat drying operations, and perform adjustments as required.
- Submit maintenance service requests for approval.
- Respond to plant and pump station emergencies.
- Conducts tour.
- Provide hands-on training for systems, equipment, and safety items.
- Prepare or review procedures, programs, logs, charts, and reports.
- Ensure safety and plant compatibility during operations, maintenance, or testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills, and Physical Abilities Required for These Duties:

- Knowledge of the operation of primary, secondary, and tertiary treatment facilities, pump stations, anaerobic solids digestion, solids thickening and dewatering, chemical handling, chlorination, and process controls.
- Knowledge of and ability to use the types of equipment used in the wastewater treatment process such as pumps, motors, valves, filters, engines, meters, blowers, and compressors.

- Knowledge of safety practices and procedures as they apply to wastewater and water recycling treatment facilities, mechanical equipment, chemical handling, and gas management systems.
- Knowledge of the Biosolids Environmental Management System program.
- Ability to investigate and compile information and present it in an organized written or oral form.
- Advanced skills in reading, writing, and arithmetic; effective verbal communication skills; and computer skills including data entry and word processing.
- Ability to establish and maintain cooperative working relationships to foster a team approach.
- Ability to perform strenuous physical activities for extended periods of time, including lifting, bending, carrying, crawling, and climbing.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas, work in confined spaces.
- Ability to respond to 24-hour call-ins; work varying hours, shifts, weekends, holidays, and days off; and perform stand-by duty as needed.
- Knowledge of and experience with tools and equipment necessary to perform limited repairs to mechanical equipment.

EDUCATION/EXPERIENCE REQUIREMENT: Graduation from high school or equivalent and 18 Continuing Education Units (CEUs) in wastewater treatment or science. Four years progressively responsible experience in the operation and maintenance of a wastewater treatment plant.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License, ability to be insured under the Authority's automobile insurance coverage, and ability to provide evidence of current personal automobile liability coverage. Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

CERTIFICATION REQUIREMENT: Possession of a valid Grade III Wastewater Operator Certification issued by the State of California Water Resources Control Board (SWRCB) and maintenance of the certificate in an active status.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel, or operate objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged periods of time.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus. The employee must regularly lift and move up to 50 pounds.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT:

While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals and slip, trip, and fall hazards.

The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT: This position must comply with the Authority's Respiratory Protection Policy & Procedures, which requires the use of respirators when conducting specific tasks.

ADDITIONAL QUALIFICATIONS: Possession of a good driving record and ability to be insured by Authority's insurance carrier; and the ability to read, write, speak and comprehend English. External candidates must successfully complete the Authority's Operator Performance Qualification Standards (PQS) program within twelve months of hire.

RIGHT TO WORK REQUIREMENT: Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, and physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation, physical examination including respiratory protection, hearing, and other testing as applicable, and drug screen.