

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## CHIEF PLANT OPERATOR

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DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 05/17/06

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**SUMMARY:** Responsible for the daily supervision of staff to handle operations and maintenance of water and wastewater treatment plants, reservoirs, lift stations, dams, equipment and drainage facilities; to provide work scheduling and lead direction for other plant operator and maintenance staff; to oversee laboratory testing including such duties as sample collection and monitoring for compliance; monitors projects; provides technical assistance; responds to problems and emergencies; and to perform other job related work as required.

**SUPERVISION:** Receives general supervision from the Director of Field Operations. Provides direct supervision over Plant Operators and the Equipment Mechanic.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervises and oversees the operations and maintenance of water and wastewater treatment plants, reservoirs, lift stations, labs, lakes, dams, and drainage facilities;
- Provides work direction and scheduling for other staff; makes visual inspections of plant operations, insuring that operational problems have been located and corrected;
- Evaluates work methods, procedures, staff and equipment and recommends improvements, procedures, methods to improve efficiency and process capabilities;
- Plans, schedules and implements required routine, preventive, and emergency maintenance and repairs. Plans, schedules, and implements capital improvement projects;
- Responsible for in-house laboratory activities, maintains laboratory certification with Environmental License Accreditation Program, and coordinates and sends out a variety of samples for laboratory tests to comply with appropriate regulatory requirements and to ensure water quality;
- Maintains operations records and inspections and logs; updates information for

reports; analyzes records and reports to optimize efficiency and effectiveness;

- Assists with the preparation of annual budget and estimates of future district water needs; consults with engineering, health, environmental, suppliers, and others on changes in operations;
- Prepares and submits reports to Federal, State, County and local agencies;
- Requisitions and maintains an inventory of all equipment and supplies necessary to carry out system operations;
- Assists with employee evaluations and hiring process; assists in formulating and implementing safe work practices; provides on-the-job training for less experienced personnel;
- Identifies, develops and conducts safety and prevention training of staff in response to regulatory compliance and to maximize process, efficiency, operations, service and quality; and other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This is the working supervisory level in the Plant Operator series. Incumbents are expected to perform the more difficult plant and facility operations and maintenance assignments with limited guidance and supervision; to provide work direction and scheduling for other staff; to have daily responsibility for operations and maintenance; conduct special studies and investigations related to water and wastewater treatment plant and distribution system construction, maintenance and operations.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Skills In:** computers, computer applications and software.

Ability to supervise personnel in a wide range of operations, repair, and maintenance work at water and wastewater treatment facilities. Develop, implement and maintain comprehensive asset management and preventative maintenance program. Maintain responsibility for operations and maintenance at assigned facilities. Read and interpret gauges and other recording devices reflecting water and wastewater treatment plant operations and make operating adjustments based upon recorded data. Monitor and manage the progress of multiple projects. Diagnose a variety of operating problems and take effective corrective actions. Communicate clearly and precisely verbally and written. Maintain logs, charts, records, reports, and budgets. Mentor and train less experienced staff. Establish and maintain cooperative working relationships. Respond to off hour emergencies and call outs.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of training and experience which would provide the required knowledge and ability is qualifying. A typical way to obtain the requisite knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Two years of experience as a Plant Operator III with Rancho Murieta Community Services District; *or*

Three years of increasingly responsible work experience in the operation and maintenance of water and wastewater treatment and pumping facilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are conditions of continuing employment.

Possession and maintenance of a Grade 3 Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board within 18 months of entering this position is required, and;

Possession and maintenance of a Grade 3 Water Treatment Operator's Certificate required by the California Department of Health Services within 18 months of entering this position is required, and;

Possession of a Grade 1 Laboratory Certificate issued by either the CWEA or the AWWA.

Possession of Grade 2 or higher Water Distribution Operator certificate is required within 18 months of hire.

Continued certification advancement is expected.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to water and wastewater borne viruses and pathogens wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration, risk of electrical shock.

The noise level in the work environment is usually moderate.

**COMMENTS:**

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.