

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER RECLAMATION LEAD OPERATOR

DATE: 5/17/2016

JOB CODE: 21804

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GEN

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.

DUTIES SUMMARY

Under general supervision, to participate in the work of and lead a staff of operators engaged in the day-to-day operation activities at a Water Reclamation facility; lead, guide, motivate, train, instruct, and correct the work of assigned staff members in the performance of specific tasks. Perform related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the lead level worker in the Water Reclamation Operator series. The incumbent is directly responsible for the implementation of and adherence to weekly work schedules and coordination with other sections. Incumbents also direct assigned operations staff during emergency situations, in the absence of supervisory staff, or during assigned off-hour or weekend working shifts. Supervision is received from the Process Control Supervisor, Water Reclamation RIX Supervisor, and Water Reclamation Plant Supervisor. Lead supervision is exercised over Water Reclamation Operators and Senior Operators. The incumbent may be appointed by the Chief Plant Operator (CPO) as the Designated Operator-in Charge (DOIC), responsible for the overall operation of the wastewater treatment plants. Reports to the CPO when appointed DOIC

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Review and evaluate operating logs of equipment;

- Review laboratory data and assist in making operational adjustments;
- Assist in the review of operational data with supervisory staff;
- Direct a crew of operators as assigned;
- Assist in the repair of process units;
- Assist with personnel performance evaluations as required;
- Assist in the preparation of routine and special reports as required to ensure that wastewater is processed and discharged according to acceptable health and environmental standards;
- Assist in preparing chemical or slurry solutions;
- Assist in the evaluation of chemical use;
- Direct and participate in the performance of routine and non-routine maintenance and operational activities;
- Develop Standard Operating Procedures (SOPs), adhere to SOPs, and actively promote the use of SOPs.
- Assist in process and safety training with operations staff;
- Assure adherence to permit requirements, personnel safety, cleanliness, and fire prevention rules and standards;
- Ensure staff adheres to Department procedures and policies;
- Operate Department vehicles; and
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Regulations governing the operation of wastewater treatment plants;
- Operation and preventive maintenance of modern primary, secondary and advanced wastewater treatment principles and practices;
- Facility NPDES permit requirements;
- Safety rules, codes and regulations;
- Basic business organization and budgeting principles;

- Occupational hazards and standard safety precautions necessary in a wastewater treatment plant;
- Personal computer and application software use as applicable to process control, records management, and S.C.A.D.A operation; and
- Principles and practices of supervision, training and performance evaluation;

Ability to:

- Analyze and interpret operational data problems as related to process control, evaluating alternative proposals, making sound recommendations, and troubleshooting all types of wastewater process systems;
- Analyze emergency situations accurately and take effective action;
- Recommend changes to improve the safety, efficiency or effectiveness of plant operation and equipment;
- Establish and maintain effective working relationships with employees and public;
- Supervise and coordinate all staff, training and work activities assigned to the plant;
- Prepare reports and maintain records;
- Communicate clearly and concisely, orally and in writing;
- See in the normal vision range with or without correction;
- Work under moderate stress conditions;
- Perform frequent inspections of all plant equipment and processes to ensure proper operation;
- Work in confined space environments including the ability to wear self-contained breathing equipment (SCBA);
- Work shift work to include working weekends, holidays and rotating shifts; and
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent,

Experience: Four (4) years of experience in the operation of a wastewater treatment facility which incorporates preliminary, primary, secondary (activated sludge), anaerobic sludge digestion, dewatering, filtration, and disinfection treatment processes.

Certificate: Must possess of a valid Wastewater Treatment Plant Grade III Operator certificate issued by the California State Water Resources Board.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, infectious disease and hazardous chemicals including smoke, fumes, gas, untreated wastewater, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions. There is frequent need to stand, stoop, walk, crawl, climb and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate various equipment, transport materials and supplies weighing up to 50 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Reclamation Lead Operator

To: Water Reclamation Process Control Supervisor
Water Reclamation RIX Supervisor
Water Reclamation Plant Supervisor

Job Description:

BOWC Approved:	<u>5/18/1999</u>
Rev. Appr:	<u>5/17/2016</u>

Testing Standards: CS App Review/CS Supp App Review

CSB Approved:	<u>6/22/1999</u>
CS Oral Board removed by CSB Action	<u>4/12/2016</u>