

ENCINA WASTEWATER AUTHORITY

DATE: August 2022
POSITION TITLE: Lead Operator
DEPARTMENT: Operations
REPORTS TO: Shift Supervisor/Operations Manager (Remote Facilities)
FLSA STATUS: Non-exempt

POSITION SUMMARY: Under the administrative supervision of the Operations Supervisor or Operations Manager as assigned. This position: performs operational activities and limited maintenance of complex secondary and tertiary treatment systems at the Encina Water Pollution Control Facility (EWPCF), Remote Facilities (Agua Hedionda Pump Station, Buena Vista Pump Station, Buena Creek Pump Station, Raceway Basin Pump Station, and Carlsbad Water Recycling Facility (CWRP)); or Resource Recovery (biosolids handling and recycling, alternative fuels, and cogeneration), and other Authority operated facilities; and, performs other related duties as assigned. The incumbent ensures that Authority operated wastewater treatment, water recycling, conveyance processes, and other associated functions meet all applicable laws, regulations, and Authority policies; provides technical-level assistance to Operations Supervisors/ Management in areas of expertise.

SUPERVISORY DIMENSIONS: Provides technical and training assistance for Operator II, Operator I, Operator-in-Training staff and supervises Operations staff in the absence of a Shift Supervisor. This position is differentiated from the Shift Supervisor in that the Shift Supervisor has full supervisory authority for planning, organizing, and overseeing on-shift duties of Operations staff. The incumbent provides input and recommendations to Shift Supervisors and Operations Management for Operations staff performance evaluations.

ESSENTIAL JOB DUTIES:

- Promote Authority's Mission, Vision, and Values.
- Exhibit all leadership traits and ethical behaviors required of California local government employees.
- Operate complex treatment processes in order to meet all permit requirements safely and efficiently and provide Operations staff with guidance and training in the operation of said treatment processes.
- Operate auxiliary facilities such as potable and reclaimed water systems, chemical handling, solids handling, alternative fuel handling, pipeline conveyance, pumping stations, compressed air systems, co-generation facilities, and any other Authority operated facility as assigned.
- 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.
- Continually assess Operations staff performance and provide technical feedback and training as required. Ensure operations of Authority's facilities are conducted in a cost-effective manner through efficient and effective use of chemical dosing and energy consumption.

- Provide hands-on and tailgate training to Operations staff.
- Monitor, troubleshoot, and perform minor repairs on various equipment including pumps, motors, regulators, etc. Perform preventive maintenance tasks on mechanical equipment.
- Collect samples, evaluate laboratory analyses, adjust process parameters, and comply with operational procedures, instructions, and permit requirements. Provide input/ recommendations to Shift Supervisor for process control adjustments.
- Operate Authority vehicles in accordance with EWA Vehicle Use Policy.
- Operate forklifts, utility carts, scissor lifts, aerial lifts, semi-tractors with trailers, and other such equipment within Authority operated facilities.
- Perform daily plant checks; inspect valves, pumps and equipment using sight and sound analysis; and monitor instrumentation and control systems to maintain desired results.
- Perform routine operations as assigned and may be tasked with additional responsibilities normally assigned to Operations staff as necessary due to vacations, sick leave, attrition, and emergencies.
- Inspect and report problems at Authority operated facilities to Shift Supervisor/ Operations Management.
- Originate Maintenance Service Requests to ensure equipment, instrumentation, and computer systems are maintained in good operating condition.
- Perform general housekeeping tasks and building maintenance at Authority operated facilities.
- Interface with the public, trucking firms, contractors, consultants, member agencies, and vendors. Conduct facility tours and information presentations as assigned.
- Utilize automated systems, such as SCADA projects and databases to access information and monitor operations. Provide recommendation and/ or information to Shift Supervisor/ Operations Management based on professional judgement and interpretation of data to ensure compliance and desired performance.
- Respond to emergencies at Authority operated facilities.
- Initiate, participate in, and may supervise Authority and/ or member agency staff during incident command events. May serve as an incident commander in the absence of a Shift Supervisor.
- Prepare and review procedures, programs, logs, charts, and reports. Provide recommendations to Shift Supervisor/ Operations Management for changes and improvements to procedures, programs, logs, charts, and reports.
- Responsible for ensuring that Authority safety policies and procedures are communicated, followed, and maintained during operations, maintenance, or testing.
- May assist Shift Supervisor/ Operations Management in preparing budgets and reports, making staffing recommendations, and resolving action items.
- Interface with Technical Services Department to facilitate preventative maintenance and/ or corrective work orders, emergency response, and other coordinated departmental activities as

needed. Advise, assist, support, and interact with other Authority departments and divisions as appropriate.

- Participate in or direct and/or supervise Operations staff in isolation, shut-down, tag-out, and start-up of Authority operated equipment in accordance with Authority policies.
- Order and receive chemical deliveries, ensure procedures are adhered to including monitoring tank levels to ensure adequate capacity, ensuring proper valve arrangement, paperwork filing and documentation.
- Originate purchase order requisitions within the framework of the Authority's purchasing policy.

Specific types of knowledge, skills, and physical abilities required for these duties:

- Technical knowledge of the operation of complex secondary and tertiary treatment systems at the Encina Water Pollution Control Facility (EWPCF), Remote Facilities (Agua Hedionda Pump Station, Buena Vista Pump Station, Buena Creek Pump Station, Raceway Basin Pump Station, and Carlsbad Water Recycling Facility (CWRF); or Resource Recovery (biosolids handling and recycling, alternative fuels, and cogeneration), and other Authority operated facilities; and, performs other related duties as assigned.
- 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, compressors, and other Authority operated equipment as assigned.
- 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 and experience with tools and equipment necessary to perform limited repairs to mechanical equipment.
- 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.
- Proficient in computer fundamentals and Microsoft Office applications (i.e., Excel, Word, PowerPoint, Teams, Outlook), WIMS, CMMS, and Authority's requisition and employee self-services program.
- 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.

- Ability to think and respond quickly under pressure and in emergency situations.
- Ability to work independently and safely while instructing others to do the same.

EDUCATION REQUIREMENT: Graduation from high school or equivalent and twelve (12) education points as defined by the State of California Water Resources Control Board (SWRCB) education requirements for operator certification.

EXPERIENCE REQUIREMENT: Four (4) years progressively responsible experience in the operation and maintenance of a wastewater treatment plant including two (2) years of experience at a level comparable to an Operator II with EWA.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and the ability to be insured under the Authority's automobile insurance 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) of the ability to obtain certification within 12 months of appointment to the position 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.

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 the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak, and comprehend English.

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, and a drug screen.