

## ENCINA WASTEWATER AUTHORITY

**DATE:** March 2013 (revised)  
**CLASSIFICATION:** Assistant Operations Superintendent  
**POSITION TITLE:** Chief Plant Operator  
**DEPARTMENT:** Operations  
**REPORTS TO:** Director of Operations  
**FLSA STATUS:** Exempt

**POSITION SUMMARY:** Under the general supervision of the Director of Operations customarily and regularly exercises discretion, independent judgment, and decision-making. This position serves as a Biosolids Environmental Management Systems team member and: (a) coordinates the day to day operation of the Encina Water Pollution Control Facility (EWPCF) and other Authority operated facilities as directed by the Director of Operations, including planning, coordinating, directing, scheduling, and supervising personnel in the operation and maintenance of complex secondary and tertiary wastewater treatment facilities to meet all permit requirements; (b) directs on-shift operational activities and limited maintenance at the Encina Water Pollution Control Facility and other Authority operated facilities; (c) performs a variety of technical and/or complex duties related to managing, evaluating and controlling treatment processes and auxiliary systems; and (d) performs other related duties as assigned.

**SUPERVISORY DIMENSIONS:** Manages, coaches and oversees the performance of the Operation's Department supervisors and operators assigned to full time duties at Encina Wastewater Authority's operational facilities.

### **ESSENTIAL JOB DUTIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Promotes EWA's Mission, Vision, and Values.
- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Directs the Authority's Operations Division staff, including assisting in developing and implementing Operations Division plans, goals and objectives that incorporate and are consistent with Authority goals and objectives; reviews staff recommendations on Department work organization, assignments, work schedules, and training needs; directs the organization, distribution, and performance of the Division workload; prepares performance evaluations; initiates, and supports disciplinary actions; serves on employee interview panels; and identifies and addresses Division training needs.

- Assists in the management of the Authority's Operations' budget, including budget preparation, staffing and capital recommendations, initiating purchase requests and monitoring expenditures to ensure that Division expenses remain within budget.
- Project Manager for the Biosolids and Residuals Disposal account at Encina, including the Biosolids Management Plan.
- Manages biosolids contractor operations and performs other Environmental Management System tasks.
- Maintains accurate records of personnel, materials, equipment and plant operations.
- Interprets laboratory analyses, adjusts process parameters, and complies with operational procedures and instructions.
- Recommends facility improvements based on efficiency and effectiveness of operations and procedures.
- Assures facilities compliance with Federal and State regulations pertaining to wastewater treatment and disposal.
- Maintains effective relationships with other employees, representatives of the public and private agencies, and the general public.
- Interfaces with the Maintenance Division in establishing service request priorities and coordinating departmental activities. Advises, assists, supports and interacts with other Authority departments and divisions as appropriate.
- Prepares and presents various written and oral reports.
- Acts as a public and technical contact on operations issues, providing information and assistance as appropriate.
- Drives Authority vehicles.
- Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

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

- Possession of management skills including planning, organizing, staffing, directing, controlling, and budgeting. Ability to supervise, train and develop Operations Division staff.
- Knowledge of the operation of secondary and advanced treatment processes, water reclamation, chemical handling, chlorination, instrumentation and computer monitoring systems.
- Knowledge of Federal and State regulations and safety practices and procedures as they apply to wastewater treatment facilities, mechanical equipment, and chemical handling.

- Knowledge of Federal and State wastewater discharge and reclamation requirements, Hazardous Materials Communication, and mandatory Operator Certification Program.
- Ability to plan, direct, forecast, and make effective written and oral presentations.
- Human relations skills for interfacing with management, operators, internal departments and external organizations.
- Knowledge of the Authority's purchasing policies and procedures.
- Knowledge of the Authority's Biosolids Environmental Management System.
- The ability to investigate and research, compile and present information in an organized manner; ability to operate automated equipment for operations data processing; and knowledge of instrumentation and programmable controllers.
- Familiarization with reading and interpreting engineering plans; knowledge of writing specifications, contract documents and administration of awarded contracts.
- Skills in operating a personal computer for data retrieval, spreadsheet preparation and word processing.
- Operates equipment, including pumps, motors, valves, etc. in order to ensure the proper functioning of the wastewater treatment process.
- Oversees general housekeeping tasks and building maintenance within the plant.
- May be required to move heavy objects, lift, bend, reach, and climb.
- Conducts facility tours and information presentations.
- Responds to 24-hour call-ins and works varying hours, weekends, holidays and days off.
- Knowledge of the types of equipment used in the wastewater treatment process such as pumps, motors, valves, filters, engines, meters, blowers and compressors.
- Ability to withstand exposure to varying weather conditions, work in wet and/or odorous areas, and work in confined areas.

**EDUCATION AND EXPERIENCE REQUIRED:** Any combination of professional experience, professional certification and education demonstrating the candidate's ability to perform the essential duties. Minimum of six (6) years of progressively responsible and substantial experience in the operation and maintenance of a wastewater treatment facility, to include one (1) recent year in a responsible supervisory and/or management capacity.

**LICENSE REQUIREMENT:** Possession of a valid California Class C Driver's License and 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 V Operator Certification issued by the State of California Water Resources Control Board and maintenance of the certificate in active status or possesses a Grade IV Operator Certification and must complete the Grade V Operator Certification within 12 months.

**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. 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.

**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 highly 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 may be exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas. However, the employee will typically work in office conditions, and the noise level is usually quiet.

**QUALIFICATIONS:** Ability to pass Authority pre-employment physical examination; possession of a good driving record and ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

**RIGHT TO WORK REQUIREMENT:** Must be a United States citizen or possess qualified alien status. 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, or 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 and drug screen.**