



JULY 2012
FLSA: EXEMPT

CHIEF PLANT OPERATOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, supervises, assigns, plans, organizes, and provides direction and oversight for multiple program activities and operations of an assigned wastewater treatment plant; accomplishes work objectives through lower level supervisory staff; coordinates assigned activities with other divisions, outside agencies, and the general public; ensures that functions meet all applicable laws, regulations, and District policies; provides highly responsible and complex staff assistance to management; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises general and direct supervision over assigned supervisory, technical, and office support staff.

CLASS CHARACTERISTICS

This is the senior supervisory-level class in the plant operator class series. This class oversees the operations of an assigned treatment plant and related equipment and facilities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities of assigned treatment plant operations, and is responsible for providing professional-level support to the management in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Operations Manager in that the latter has full management authority in planning, organizing, and directing the full scope of treatment plant operations and activities of the operations divisions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the organization, staffing, and operational activities of multiple business units; directs, coordinates, and reviews the work plan for assigned operations services and activities; collaborates with lower level supervisory staff in assigning work; ensures compliance with all federal, state, and local laws and regulations.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Oversees the compilation of Monthly Summary of Operations; produces and distributes the Treatment Plant Operational Data; collects data for monthly reporting; assists in the development and revision of policies and procedures regarding plant activities including staff responsibilities, overtime, and timekeeping; prepares and distributes memorandums to staff, management, and other departments regarding plant operations; reviews and approves work orders as necessary.
- Performs frequent sight and sound inspections of plant process units, power generation units, equipment and facilities to ensure safe, effective, and efficient operation of wastewater treatment facility or generation of electrical power in accordance with state and federal regulations; evaluates process lab data and coordinates the optimization of all process units.
- Works with county, city, and other agency officials when coordinating efforts in off site or emergency situations; works with other departments regarding such issues as repairs, safety problems and shut down instructions; works with contractors regarding work performed at off plant locations.
- Monitors wastewater flow, treatment unit processes, and power generation to ensure efficient operation and compliance with permit requirements; reports compliance to management; takes corrective action as required.
- Coordinates construction and maintenance activities for minimum impacts to plant operations and water quality; makes recommendations related to the construction, modification, and operation of the facilities.
- Reviews as-built drawings to verify accuracy; recommends necessary changes; reviews job plans for accuracy and prepares job plans.
- Provides technical and safety training to workers on safety hazards, work procedures and care and use of equipment and tools; performs inspections of equipment and tools; completes paperwork outlining confined space entry and lock and tag procedures.
- Provides staff assistance to management; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in assigned maintenance field.
- May be assigned to respond to a variety of wastewater emergencies on an assigned standby shift.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation of performance, and the training of staff in work procedures.
- Methods and techniques of conflict resolution and negotiation.
- Advanced wastewater treatment principles, methods, tools, equipment, safety procedures, wastewater sampling and control test procedures, chemicals, and regulatory requirements.
- Modern and complex principles and practices of operating a wastewater treatment plant.
- Advanced principles and applications of critical thinking and analysis.
- Principles and procedures of record keeping.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Principles and practices of budget development and administration.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned division.
- General principles of risk management related to the functions of the assigned area.

- Recent and on-going developments, current literature, and sources of information related to the operations of the division.
- Safety principles, practices, and procedures of engineering and construction inspection and related facilities, equipment, and materials used in wastewater treatment and wastewater collection systems.
- Principles and practices of contract administration and evaluation.
- Construction, maintenance, and operating characteristics of wastewater treatment facilities.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review and evaluate the work of staff; train staff in work procedures.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Apply critical thinking and analysis to a broad range of situations.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Manage and monitor complex projects, on-time and within budget.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex operations duties and operate related equipment safely and effectively.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use critical thinking techniques and advanced methods in reaching decisions.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree is desirable from a college or university which is accredited by the US Department of Education, with major coursework in wastewater treatment plant operations, engineering, construction management, or a related field; AND,
2. Six (6) years of increasingly responsible experience in wastewater treatment plant operations, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Grade V California Wastewater Treatment Plant Operator's Certificate.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District treatment plants, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas and to conduct inspections on a regular basis may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.