



JULY 2012
FLSA: NON-EXEMPT

LEAD 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 direction, leads, oversees, and participates in the work of staff responsible for operating, monitoring, and maintaining plant equipment including engines, motors, boilers, compressors, and pumps to control unit processes; performs the more complex and advanced functions; provides training, field direction and guidance on complex construction shutdowns; and ensures waste treatment plant operates within regulatory guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises technical and functional direction and training over assigned staff.

CLASS CHARACTERISTICS

This is the lead-level class in the plant operator series. Within the requirements of a 24/7 operation, incumbents plan, exercise technical and functional direction and training over assigned staff, and review the day-to-day work of staff in assigned areas of responsibility, and ensure that equipment, systems, and facilities in District wastewater treatment plants are operated and maintained in a safe and efficient manner. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operation, maintenance, and repair of assigned facilities and systems. Performance of the work requires the use of considerable independence and initiative within established guidelines. This class is distinguished from the Operations Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned maintenance functions within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Lead, plan, train, and review the work of staff responsible for operating, monitoring, and maintaining plant equipment including engines, motors, boilers, compressors, and pumps to control unit processes; provide technical direction including assessment of performance for assigned staff; assign and coordinate work assignments.
- Train assigned employees in their areas of work; cover scheduled time off for assigned staff as necessary; and ensure that waste treatment plant operates within regulatory guidelines.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
- Plan, coordinate, and execute construction related outages and major maintenance shutdowns to

include the more complex shutdown activities; provide written outage and Lock Out/Tag Out (LOTO) procedures to operations staff; lead and direct field activities of operators responsible for isolation of equipment and processes; and oversee construction related field activities including attendance at Capital Improvement Program (CIP) design and construction meetings, and Operations and Maintenance (O&M) planning meetings.

- Execute routine operation process changes and advise on major process changes; approve or deny the majority of construction outage requests; advise Operations Supervisors and Chief Plant Operator on major construction outage requests; and advise engineering and construction management staff on field change orders.
- Review construction plans and specifications; communicate closely with construction management and engineering staff; and provide construction information to operations supervision and general staff on major construction and maintenance activities.
- Perform the more complex and advanced operational tasks and activities; participate in the development of goals and objectives for wastewater treatment operation activities; gather and analyze data; develop a variety of reports; and maintain security of plant facilities.
- Respond to inquiries in a courteous manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a wastewater treatment program.
- Principles of lead supervision and training.
- Advanced understanding of construction practices and construction management principles.
- Advanced principles, practices, materials, chemicals, and operating procedures related to the operation and maintenance of a wastewater treatment plant.
- Advanced operating principles of plant equipment such as valves, pumps, and motors.
- Advanced methods and techniques of reading and interpreting gauges, recording devices, and related system monitors.
- Advanced methods and techniques of conducting laboratory tests and procedures related to wastewater treatment analysis.
- Advanced methods and techniques of preventive maintenance.
- Tools, equipment and procedures used in the operation and maintenance of wastewater treatment plant facilities.
- Emergency maintenance and repair procedures related to wastewater treatment facilities.
- Operational and safety regulations pertaining to wastewater treatment plant operations.
- Advanced principles and procedures used in the proper handling of chemicals.
- Advanced principles of wastewater chemistry, biology, and mathematics.
- Principles and practices of record keeping.
- Confined space entry requiring the use and operation of Self Contained Breathing Apparatus (SCBA).
- In-depth understanding of occupational hazards and standard safety precautions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of wastewater plant operations personnel.

- Lead, organize, and review the work of staff.
- Independently perform a variety of advanced operational tasks and activities.
- Perform the more complex construction and maintenance related outages.
- Write detailed outage and LOTO procedures.
- Read and use construction drawings and specifications.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Operate, monitor, and maintain a variety of wastewater treatment plant equipment, facilities, and systems.
- Read and interpret gauges, recording devices, and related monitors.
- Collect a variety of wastewater samples and conduct appropriate tests in accordance with State and Federal regulations and requirements.
- Diagnose complex operational problems and perform effective maintenance on equipment.
- Perform complex inspections and preventive maintenance of treatment plant facilities and equipment.
- Monitor and adjust plant processes.
- Ensure compliance with permit regulations.
- Troubleshoot maintenance problems and generate a Service Request.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Enter confined space including the use and operation of Self Contained Breathing Apparatus (SCBA).
- Maintain accurate logs, records and basic written records of work performed.
- Understand and follow oral and written instructions.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- 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.
- 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 and legal guidelines.
- Establish, maintain, and foster positive and effective 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 OCS D.

1. High school diploma or equivalent supplemented by college level course work or specialized training in wastewater treatment plant operations or a related field; AND
2. Four (4) years of experience in wastewater treatment plant operations including at least two (2) years of experience at a level comparable to a Senior Plant Operator with the District.

License or Certificate:

- Possession of a valid Grade IV California Wastewater Treatment Plant Operator's Certificate.
- Possession of a valid California class C driver's license.

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 the plant; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing a minimum of 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.