



CITY OF MILL VALLEY

Wastewater Treatment Plant

**LEAD OPERATOR
JOB DESCRIPTION**

DEFINITION:

Directs the operations staff in oversight of daily operations, process adjustments and performance of the wastewater treatment plant processes, related facilities and monitoring and control systems.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Chief Treatment Plant Operator and exercises general supervision over the Treatment Plant Operators.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports the Chief Treatment Plant Operator in ensuring that National Pollutant Discharge Elimination System (NPDES) permit requirements.
- Maintains SCADA system and works with contractors to perform the adequate programming and maintenance of the system.
- Acts as administrator of the WWTP CMMS program, oversees the workflow, timely data entry and reporting associated with maintenance of SASM's facilities.
- Monitors plant processes and makes appropriate operational changes to ensure compliance with NPDES permit and other regulatory requirements, assuring that WWTP operational goals and objectives are met.
- Tracks, tests, and analyzes plant processes to improve efficiency of unit processes and optimizes plant performance.
- Prepares clear, accurate and effective correspondence, reports, documentation, specifications, procedures and other written materials.
- Manages contracts and projects as required.
- Works off-hour and/or holiday shifts as directed based on operational staffing levels, emergency conditions and/or planned shutdowns.
- Oversees the performance of preventive maintenance and repair of variety of telemetry and instrumentation systems.
- Ensures proper operation, maintenance and calibration of water quality monitoring equipment such as turbidity meters, chlorine analyzers and other analytical equipment such as pressure recorders, level sensing devices.
- Performs a variety of skilled, technical duties in the development, installation, modification and

maintenance of process control and SCADA telemetry systems.

- Performs the duties of the Chief Treatment Plant Operator on a relief or as-assigned basis.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE:

Education & Experience:

- High School Diploma or equivalent.
- Five years of experience in operating and performing routine maintenance to facilities and equipment in a secondary wastewater treatment plant and related pumping stations.

License or Certificate:

- Certification by the California State Water Resources Control Board.
- Grade III certificate issued by the California State Water Resources Control Board (SWRCB). If, at the time of hire the candidate has less than a Grade III certificate, he or she must obtain a Grade III certificate issued by SWRCB within 6 months from the beginning of assignment.
- Must possess a valid California Class C driver's license, have a satisfactory driving record and meet the City of Mill Valley driving standards.
- Failure to maintain these standards may result in loss of employment

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

Principles of operation of the wastewater treatment facilities and conveyance systems.

Basic computer operation principles and computer programming.

Basic theory of electrical and data communication.

Supervisory principles, practices, and technics.

Safety hazards and general OSHA requirements.

Ability to:

- Read, analyze, and interpret various technical documents, general business documents, professional journals, technical procedures, or government regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from staff, other department managers, staff, customers, and the general public.
- Prioritize assignments and meet deadlines.
- Interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner.
- To accept constructive criticism from supervisors, peers and subordinates.
- To work as a team member or independently as needed.
- To arrive at work as scheduled and to work the shift hours as scheduled.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee frequently is required to stand, walk, sit, and reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25

pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as a manhole cover). Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

Job Title: Lead Operator
Department: DPW
Reports To: Chief Treatment Plant Operator
FLSA Status: Exempt
Revised Date: November 2014