



Job Title: Chief of Operations of Wastewater Treatment Plant

Reports To: Executive Director and/or Plant Manager

Supervises Directly:

Wastewater Plant Operators
Pre-Treatment Coordinator
Laboratory Coordinator

Supervises Through Subordinates:

Lab Technician

Purpose of Classification

The purpose of this classification is to manage the wastewater treatment plant and reuse storage tank and pumping operations and maintenance, to ensure a continuous treatment of wastewater that meets all Federal/State Regulations and permit requirements.

Essential Functions:

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Responsible for supervision and directs day-to-day activities of plant operators engaged in the successful and efficient operation and maintenance of a wastewater treatment plant.
- Plans daily work schedule and assigns tasks to workers based upon priority of work and expertise of individual workers. Establishes or adjusts work procedures to meet production schedules, using knowledge of capacities of machines and equipment. Interprets specifications and job orders to workers and assigns duties.
- Coordinates daily maintenance activities with Chief of Maintenance to establish maintenance priorities.
- Coordinates Pre-treatment Coordinator and Laboratory Compliance Coordinator in preparation of reports, collection of samples and regulatory procedures.

- Reviews and approves operational reports for submittal to Executive Director and/or Plant Manager, and regulatory agencies.
- Maintains records on chemical usage and storage and equipment operation.
- Recommends measures to improve production methods, equipment, performance, quality and efficiency. Maintains time and production records.
- Maintains group's inventory and requisitions supplies and equipment needed; may estimate, requisition and inspect materials.
- Required to implement and enforce Board's safety policies and procedures within the work group. Ensures safety equipment is available and that equipment is used whenever required. Provides initial and annual safety training (through Safety Officer) for all members of the work group and maintains group's safety manual.
- Must utilize employee performance appraisal process to help motivate and develop work group. Provides ongoing consultation with employees requiring same; advises employees of the relative merits of their strengths/weaknesses on a regular basis, applying the Board's progressive discipline procedures as needed. Prepares and submits employee evaluations in a timely manner for Executive Director and/or Plant Manager's final review and approval.
- Must verify accuracy of work group's time sheets and submit same in a timely manner. Follows Board's administrative policies and purchasing procedures; enters proper account codes on all purchasing related documents. Explains company policies and procedures to work group. Prepares work schedules providing clear instructions to employees. Responsible for the training of new employees.
- Responsible for all purchases for Operations Department
- Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; coordinates staff training; and interviews candidates for employment.
- Plans/coordinates daily work activities; organizes and prioritizes workload; makes work assignments; develops work schedules to ensure adequate coverage on a 24-hour basis; monitors status of work in progress; inspects completed work.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; and initiates any actions necessary to correct deviations or violations.
- Consults with assigned staff to review work requirements, status of work, and problems; troubleshoots complex or problem situations; provides direction, advice, and technical expertise.
- Receives various forms, reports, correspondence, logs, summaries, laboratory reports, inventory reports, technical studies, regulatory reports, invoices, budget reports, bid specifications, time sheets, leave requests, contracts, catalogs, plant drawings, maps, policies and procedures manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Operates a computer to enter, retrieve, review or modify data; updates computer files; utilizes word processing, spreadsheet, database, desktop publishing, or other software programs; utilizes SCADA programs to monitor plant operations, control water treatment, maintain tank levels, and troubleshoot problems.
- Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.
- Communicates with supervisor, employees, other departments, city officials, regulatory agencies, public safety personnel, contractors, vendors, visitors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings and serves on committees as needed; plans/conducts staff meetings and safety meetings; makes speeches or presentations.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; researches new chemicals, products, and techniques and maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Will be in responsible charge in absence of Executive Director and/or Plant Manager.
- Performs other job related duties as assigned.

COMMUNICATION COMPETENCIES

- The ability to clearly communicate Board Goals, Policies, Strategic Plans and other key information to employees and peers using multiple communication platforms including e-mail and social media.
- Effectively communicates with supervisor, employees, other departments, contractors, engineers, utility companies, vendors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Accurately and expeditiously receives and delivers messages and information to the appropriate individuals.
- Ability to prepare accurate and thorough written records and reports.
- Ability to understand and follow oral and written instructions and to complete assigned tasks with minimal direction.
- Ability to understand and quickly and accurately follow brief oral and written instructions on moderately complex matters.
- Ability to establish and maintain harmonious relationships with Supervisor, customers, other employees, other departments, other governmental and regulatory agencies, and the general public as needed.

PHYSICAL AND SENSORY REQUIREMENTS / ENVIRONMENTAL FACTORS:

- **Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10 pounds). Tasks may involve extended periods of time at a keyboard or work station.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.
- **Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The South Central Regional Wastewater Treatment and Disposal Board (Board) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the Board will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.

MINIMUM QUALIFICATIONS:

Minimum qualifications include five years' experience operating an activated sludge wastewater treatment plant, a valid Florida driver's license and Florida Wastewater Class "A" license. A two-year Associate Degree is required. Five years' experience as a Class A licensed operator with at least two years as a supervisor may be substituted for the Associate Degree.

[END OF JOB DESCRIPTION]