



<b>Department:</b>	Public works/Utilities
<b>Bargaining Unit:</b>	Mid-Management
<b>Salary Range:</b>	M44
<b>Last Revision:</b>	July 2001

---

## **SENIOR WASTEWATER TREATMENT PLANT OPERATOR**

### **DEFINITION**

Under general direction, to supervise, assign, review and participate in the work of staff responsible for operating and maintaining the Domestic and Industrial Wastewater Treatment Plants.

### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level maintenance staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises the operation of the wastewater treatment plants and/or percolation beds and other areas involved in plant operations in accordance with State and Federal requirements.

Meets with other city staff to coordinate work and work scheduling with other departments; reviews plant repair and equipment specifications; monitors industry trends.

Plans, prioritizes, schedules and coordinates emergency and regular repair/maintenance and periodic preventive maintenance work for plant facilities, equipment and instruments; prepares work orders, assembles materials, supplies and equipment, assigns work, reviews work, maintains written records of work performed.

Plan, prioritize, assign, supervise and review the work of staff responsible for operating and maintaining the wastewater treatment plants.

Participates in the preparation and administration of the assigned budget; submits budget recommendations; prepares and submits requisitions for supplies, materials and parts; monitors expenditures.

Recommends and assists in the implementation of division goals and objectives.

Trains employees, conducts safety and staff meetings, assists with the evaluation of employee performance, counseling of employees and disciplinary actions.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervise the use and operation of tools, equipment and vehicles; ensures that tools, equipment and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools, equipment, and vehicles.

Operates construction equipment and power tools such as backhoes, front end loaders and tractors; maintains hand tools and assigned equipment.

Coordinates equipment calibration and the collection and analysis of samples from the treatment facility, collection system and source control locations.

Assists in assuring that plans and specifications for new development and capital improvements meet minimum wastewater requirements of the City, State and other pertinent regulatory agencies.

Utilizes proper safety precautions related to all work performed.

Oversees and administers contract(s) for laboratory services.

Inspects facilities; reads engineering drawings related to maintenance.

Maintains records, prepares reports and operating procedures; files reports to State and Federal agencies; secures any required permits.

May perform the duties and tasks of the Wastewater Treatment Plant Operator I and II.

Responds to requests and inquiries from the general public.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive wastewater treatment system and wastewater operation and maintenance programs.

Purpose and safe use of various hand and power tools and equipment employed in repair and maintenance work.

Principles of employee supervision, training and performance evaluation..

**Knowledge of:**

Principles and Federal and State requirements relative to a wastewater treatment plants, wastewater lift stations and wastewater collection systems.

Operational characteristics and maintenance of domestic and industrial wastewater treatment plants.

Procedures, methods and techniques of wastewater treatment.

Materials, methods, practices, and equipment used in wastewater treatment systems.

Occupational hazards and standard safety precautions necessary in the assigned area of work

Pertinent policies, procedures and codes related to the maintenance and repair of wastewater related facilities and equipment

Modern office practices, methods and computer equipment.

Basic chemistry and laboratory procedures.

Safe driving principles and practices.

**Skill to:**

Operate a wide variety of equipment, machinery and tools used in wastewater treatment system construction, maintenance and repair.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise, organize and review the work of wastewater treatment personnel.

Select, train and evaluate staff.

Perform manual labor; use basic hand tools, perform repair and maintenance tasks.

Plan, organize, prioritize and schedule work.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

*City of Hollister*  
*Senior Wastewater Treatment Plant Operator (Continued)*

---

**Ability to:**

Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.

Direct the activities of a small work group.

Implement appropriate safety precautions and procedures.

Assist in budget preparation and monitoring

Understand wastewater treatment and/or percolation ponds and other wastewater operations and equipment.

Read and interpret technical manuals, equipment manuals, drawings and blueprints.

Understand and operate personal computer.

Perform mathematical computation; prepare written reports; make oral presentations.

Understand and carry out oral and written instructions.

Operate mechanical equipment and trucks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with employees, supervisors, customers and the public.

Respond to requests and inquiries from the general public.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five (5) years of increasingly responsible experience in the operation and maintenance of a wastewater treatment plant.

Minimum of two (2) years of supervisory experience.

*City of Hollister*  
*Senior Wastewater Treatment Plant Operator (Continued)*

---

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level or specialized training in wastewater treatment methods, personnel supervision or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver=s license.

Possession of a Grade III Wastewater Treatment Certificate issued by the State of California Water Resources Control Board is required at time of appointment.

**Special Requirements:**

This classification may be responsible for working extended shifts and/or split schedules on a seven day a week basis, during after-hours, on-call and unusual or emergency conditions.

*Essential duties require the following physical skills and work environment:*

Sufficient eyesight to read standard text and data on computer terminal screens; ability to speak and hear at normal conversational levels in person and over the telephone; manual dexterity to use hand and power tools; ability to stand, sit, walk, reach, bend or stoop in performing work; ability to lift and carry up to approximately 50 lbs. of equipment and/or materials; exposure to cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.

**Effective Date: July 2, 2001**