



Clearlake Oaks County Water District

Job Description

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| CHIEF PLANT OPERATOR / SUPERVISOR |
| Treatment or Distribution or Water |
| Status: Non-Exempt |
| Salary Range: \$24.87 - \$31.05 |

Definition/Summary: Under direction of the General/Operations Manager plans, coordinates, and directs the day to day operations and maintenance of the treatment or water plant. The Chief Plant Operator is a first line supervisor responsible for the supervision of assigned personnel; requisitions materials and coordinates the work force for the day-to-day operations and maintenance of the treatment or water plant. Administers the policies of the District relative to personnel issues; for example: completes annual and periodic performance evaluations, recommends disciplinary action when needed, signs all requisitions for purchases of goods and services used in the department he/she has been assigned. Performs research on treatment or water processes and equipment and makes recommendations for enhancement to the treatment or water plant. Provides technical support to the General/Operations Manager related to development of Operations and Maintenance Plans, Master Planning for long range expansion and enhancements due to growth and technology advancements, and participates in the development of annual capital expenditure and operation and maintenance budgets.

Performs work related to the day to day operation and maintenance of the treatment or water plant; plans, coordinates, supervises, and inspects the work of others engaged in the operation and maintenance of the treatment or water plant; coordinates monthly warehouse or inventory requirements; requisitions adequate materials and supplies through the General Manager; ensures compliance with the California Water Code of Regulations, California Occupational Health and Safety Laws, Lake County Environmental Health Regulations and District Ordinances and Policies; coordinates regulating agency inspections; implements, and enforces operating and safety procedures to ensure compliance with related laws, ordinances, rules and regulations; participates in the review of construction and/or repair plans for the treatment or water plant; develops and implements plant inspection programs; assists in staff training and development programs; conducts research, writes memos, correspondence and reports regarding treatment or water processes, prepares operations, maintenance, production and monitoring logs including monthly agency monitoring reports with the District's SCADA/HMI System and Microsoft Excel; responds to emergency situations during scheduled and unscheduled work hours. For all of the above, communicates and coordinates work and materials for the proper operation and maintenance of the treatment or water plant through assigned personnel and the other Chief Operators as needed. Ensures that all assigned personnel make the most efficient use of their time; and, all other duties as assigned by the General/Operations Manager.

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/

Licenses: Grade III California Water Distribution Operator Certification, Grade III California Water Treatment Operator Certification and/or Grade III California Wastewater Operator Certification.

Experience: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent supplemented by college courses and specialized training in the operation and maintenance of water and/or wastewater treatment facilities and four years of progressively responsible experience.

Knowledge of: Methods, materials, and equipment used in the operation and maintenance of water and/or wastewater treatment facilities; effective and efficient methods and procedures for scheduling and assigning work to ensure the proper operation and maintenance of the treatment facilities; pertinent laws, codes, safety orders, and safe operating practices and procedures related to the operation and maintenance of the water and/or wastewater treatment facilities.

Ability To: Communicate clearly and concisely, both orally and in writing; prepare reports and keep accurate records; maintain and analyze data and information and draw logical conclusions; train and supervise assigned personnel on procedures and regulations; respond to emergency and problem situations in an effective manner; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; use and care of a variety of tools, materials, and equipment common to the operation and maintenance of water and/or wastewater treatment facilities; plan, assign and inspect the work of assigned personnel; meet the physical requirements established by the District.

Physical

Requirements: Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Chief Plant Operator participates in water or wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to do a Self Contained Breathing Apparatus and/or perform work in "Confined Spaces"; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

General Manager Signature _____ Date _____