



Clearlake Oaks County Water District

Job Description

CHIEF PLANT OPERATOR III

Treatment

Status: Non-Exempt

Salary Range: \$32.05-45.57

Definition/Summary: Under direction of the General 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. Will assist in hiring of employees for 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 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 or supervises work related to the day to day operation and maintenance of the 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 Manager. Responsible for all reports to County/State to ensure compliance required per our permit. Itemized responsibilities include but not limited to:

1. Entering their name and time they started their shift into the Plant Log Book.
2. Recording the beginning SCADA readings per the SOP into the Plant Log Book.
3. Daily plant rounds recording all instrument readings per the SOP and noting any maintenance issues or hazards which need to be addressed. The rounds are not complete until they have been recorded on the computer per SOP and Time completed is entered in the Plant Log. Advise Administrative Service Manager when Operation Log "Finished Raw Water" is complete for Yolo processing.
4. Daily Grab Sampling and Labs are to be completed as per SOP and recorded on the computer. Time completed will be entered in the Plant Log (Labs are not complete until they have been recorded on the computer.)

5. Day Tanks will be inspected during rounds on a daily basis and filled as needed. All log sheets will be filled out at each tank location and entered in the Plant Log Book per SOP.
6. Drawdowns for each of the chemical pumps will be done twice a week per SOP and recorded on the worksheet, white board over the Office monitors, and entered into the computer. Drawdowns will be performed on Tuesday and Friday of each week. Anytime a chemical dose is changed a Drawdown will be performed for that particular chemical and recorded as described above. If a dosage change is performed remotely after hours the time and change will be recorded in the Plant Log Book at the start of the next shift, A Drawdown will be performed and recorded per SOP that morning.
7. Backwashing Multi-media Filters will be performed if any one of the following conditions exist; A. Differential pressure is more than 30 PSI, B. Filter Runtime is more than 48 hours, C. Filter or CFE turbidity is above 0.18 NTU. Backwash Log Sheet will be completed for every Backwash and the Time Completed for the Backwash and RTW (Rinse-to-waste) sequence will be recorded in the Plant Log Book.
8. Bacteriological Sampling will be performed on Wednesday mornings, and ready for pickup by Alpha Labs no later than 10:00am.
9. Swan instrumentation will be rinsed during rounds on a daily basis.
10. Hach Cl17 reagent and buffer will be checked during rounds on a daily basis and changed when needed.
11. Clarifiers will be checked to ensure proper operation and all equipment is operating correctly, on a daily basis.

The above listed Daily and Semi-weekly duties should be completed before 11:00am with the exception of weekends and Holidays.

12. Jar Testing will be performed once a week at a minimum, no later than Thursday of any given week. If conditions of the RAW water change more than 5 NTU for a duration of more than 3 hours a Jar Test is required or conditions in the Clarifiers change 1.0 NTU for more than 30 minutes. If either the RAW water or Clarifiers signal an alarm via SCADA a Jar Test is required regardless of the current conditions of either.
13. Swan Instrumentation "Validation" will be performed on all Swan equipment once a week and recorded in the Plant Log Book, no later than Thursday of each week.
14. Compressor water and oil traps for the Ozone and Backwash Actuator systems will be checked and cleaned weekly and recorded in the Plant Log Book.
14. Backwashing GACs will be performed on a monthly basis, the third week of every month. In some instances, this may be impossible and can be adjusted. The Backwash will be logged on the GAC Backwash worksheet and recorded in the Plant Log Book per SOP.
15. Greasing Plant motors and pump assemblies will be done on a monthly basis per SOP.
16. Pressure washing Clarifier Weirs will be done on a monthly basis and will be brushed as needed.
17. Monthly Alarm Testing will be performed and completed prior to the end of the month.
18. Semi-monthly inventory of all chemicals and notifying Chief Plant Operator and GM if an order is needed.
19. Supervise or perform all required sampling when required, including ordering sample bottles, scheduling pickup, and completing all required documentation.

20. Filter Building will be kept in a clean and orderly condition, it is the Shift Operator's responsibility to keep the Lab area clean and orderly, empty the trash throughout the building as needed, remove spider webs, check all exterior lighting for proper operation, and coordinate with other Plant personnel for the cleanliness of the building restroom.
22. May assist or write SOPs, change or update SOPs, as directed by the General Manager.
23. Will be required to bring any Plant Operation issues, or equipment issues to the General Manager immediately. May perform or oversee contractor affecting repairs.
24. All correspondence with the SWRCB will be approved by the Chief Plant Operator or the General Manager. All Plant related correspondence will be CC to the Chief Plant Operator and the General Manager.
25. May be required to order parts, materials, or supplies from vendors on a regular basis, all orders will be approved by the Chief Plant Operator or the General Manager prior to being placed. A purchase order will be completed for every order according to current policy. Purchase order procedures will come from the Accounts Payable Department
26. May be required to attend weekly supervisor meetings and monthly Board of Director's meetings.

Minimum Requirements:

Education: High School Graduate or equivalent.

Certificates/

Licenses: Grade III California Water Treatment 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, climbing ladders and working with heights, 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 _____