

WATER RESOURCE RECOVERY FACILITY (WRRF)

CHIEF PLANT OPERATOR

DEFINITION:

Under general direction from the District Manager, plans, organizes, coordinates and directs the operations and maintenance of the District's wastewater treatment plant; performs a variety of skilled journey-level duties in the monitoring, regulation, operation, inspection and maintenance and repair of wastewater treatment facilities and equipment; collects samples and performs routine laboratory tests; serves in on-call status and responds to/resolves plant problems; fulfills monitoring and regulatory reporting requirements and performs related duties.

DISTINGUISHING CHARACTERISTICS:

The Chief Plant Operator (CPO) provides first-line supervision, training and technical assistance to assigned operations staff with direction and general guidance from the District Manager. The CPO is responsible for planning, coordinating and directing all operations and maintenance activities at the wastewater treatment facility to ensure compliance with all federal and state environmental requirements. Duties and responsibilities are broad in scope and are carried out with considerable independence within the framework of established District and regulatory policies, procedures, and guidelines. Work and results are reviewed through conferences, inspection and analysis of records, reports, and plant performance. The work of this class involves significant accountability and independent decision-making responsibilities. The CPO is also required to have high computer literacy and must be proficient in using computer programs to produce tables, graphs, and reports.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Evaluates the performance of assigned plant operations personnel; establishes performance requirements and personal development targets for assigned personnel; regularly monitors performance and provides feedback for performance improvement and development; with management approval, take disciplinary action to address performance and deficiencies in accordance with the District's personnel rules, and policies and provisions.
- Supervises plant operation to ensure compliance with federal, state, and local requirements and to maintain processes at an optimal and cost-effective level.
- Participates in the selection, training, and motivation of plant operations personnel.
- Provides day-to-day supervision and leadership and works with assigned staff to ensure the proper, safe and efficient operation of wastewater treatment facilities.
- Provides technical assistance and advice to assigned plant operations personnel.
- Inspects treatment plant and facilities equipment to ensure its proper functioning, to minimize interruptions in the treatment/operation process, and to alleviate costly repairs; makes adjustments to operating equipment; reports the need for major or specialized repairs to equipment, machinery and electrical and electronic systems; assists specialized trades personnel in making major and/or highly technical repairs to equipment, machinery and systems; ensures the timely completion of preventive maintenance activities on plant equipment, machinery and systems.
- Monitors systems; controls valves for emergency and scheduled shut down; troubleshoots, diagnoses and reports problems to appropriate personnel; responds to emergencies such as pipeline breakages, unauthorized discharges, chemical leaks, and equipment failure; schedules and coordinate responses, repair and clean up.
- Responsible for ensuring treatment plant and other facilities operate in an effective and cost-efficient manner; including the tracking and optimization of unit production costs and the development, implementation and continued assessment of key performance indicators.

- Responsible for accurately producing and submitting in a timely manner all reports required by federal, state and local government including but not limited to NPDES reports, CIWQS reports, APCD reports, Hazardous Waste reports, etc.
- Supervises and manages operators' work schedules, including trainings, shift rotation, on-call, vacation, and sick-leave coverage while minimizing overtime.
- Responsible for ensuring that treatment plant unit processes, buildings and grounds are maintained in a clean and orderly manner.
- Receives chemical shipments; monitors unloading process and records into inventory; tests shipments for compliance to standards; checks chemical alarms and feed systems for leaks.
- Responsible for ensuring operational supplies such as chemicals, polymers, and office supply orders are received by the District and entered into District's accounting system.
- Requisitions necessary tools, equipment, chemicals, and supplies.
- Responsible for developing, maintaining and implementing the District's safety program at the treatment plant and/or assigned facilities; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates and trains employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment. Manages the District Safety Officer who schedules and conducts safety tailgates in compliance with District's safety program.
- Prepares and maintains a variety of records, including time sheets, incident reports, maintenance requests, round sheets, daily operation reports, operation spreadsheets, odor control surveys, construction plan and specifications, as-built drawings, etc.
- Operates wastewater collection system facilities in conjunction with the operation of the WRRF treatment equipment, machinery, and facilities by using manual, electronic and computer control systems to regulate and control processes. Reads, analyzes, and reports on data collected from gauges, meters, charts and graphs, and operates pumps, valves, electric motors and related equipment.
- Collects wastewater/water samples for tests and analysis of samples using laboratory test equipment; conducts laboratory and field tests as needed.
- Conducts research studies and/or tests with internal departments and outside agencies as needed. Ensures these studies and/or tests are done safely, economically, and completely.
- Develops, implements, maintains, and updates standard operating procedures, and other manuals.
- Reviews engineering plans and specifications for WRRF construction projects; attends design and construction meetings and contributes comments and recommendations on projects as assigned.
- Responsible for coordinating with WRRF construction management, maintenance, and technical support on project commissions and decommissions, including shutdowns, tie-ins, startups, and troubleshooting new systems.
- Answers emergency calls per on-call schedule; responds to emergencies at various locations as necessary. Must be able to respond to the WRRF within 30 minutes.
- High computer literacy. An expert on programs such as Excel, Word, Outlook, PowerPoint, and database programs.
- Develops, implements, and tracks the WRRF's annual budget in conjunction with administrative staff.
- Review, approve, track and code for WRRF related invoices.

- Exhibits high-level proficiency in maintaining pumps, valves, piping, mechanical, chemical feed, control systems, and electrical systems.
- Reviews the wastewater system needs and assists in planning and budgeting Capital Improvement Projects (CIP) to meet future needs; plans and develops operating strategies to implement needed changes or upgrades due to regulation changes, or to increase reliability and efficiency; identifies and mitigates water quality and quantity risks.
- Develops and implements policies and procedures to ensure all water quality activities are in compliance with applicable laws and regulations; coordinates special projects working with engineering staff and consultants.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school graduate or equivalent.
- Five (5) years of progressive experience in wastewater treatment, including two (2) years of supervisory or management experience.

LICENSE & CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid California Class C Driver License. Proof of a driving record (DMV printout) satisfactory to the District and ability to maintain insurability under the District's vehicle insurance program.
- Possess and maintain at least a Grade IV Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board or have the ability to obtain a Grade IV Wastewater Treatment Operator certificate by February 5, 2027, extendable to June 5, 2027 subject to District Manager's discretion.
- Employee must maintain certificates and licenses as required by federal, state, and local regulatory agencies for the position.
- Employee will be expected to obtain certification through the Cayucos Sanitary District as may be required, including but not limited to the following: Forklift, CPR, First Aid, Fire Extinguisher, HazMat, Confined Space, and Infectious Disease Prevention; and immunizations as recommended.
- All required licenses and certificates, as mandated by state and federal laws, or as required herein, must be obtained and maintained.

DESIRABLE QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Biology, Chemistry, Engineering, or a closely related field.
- Possession of a Domestic Water Distribution Certificate Grade D2 or higher from the California State Water Resources Control Board.
- Possession of a Domestic Water Treatment Operations Certificate Grade T2 or higher from the California State Water Resources Control Board.
- Possession of an Advanced Water Treatment Operator Certification (any grade)
- Possession of a Grade I Collections Certificate issued by California Water Environment Association (C.W.E.A.) and a Plant Maintenance Certificate (Technologist or Electrical Instrumentation).
- Knowledge and experience operating and maintaining a SCADA system.

ADDITIONAL INFORMATION:

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described herein are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell.
- The employee must regularly lift and/or push, pull, move up to 50 pounds and occasionally up to 100 pounds with assistance.
- Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.
- Employees in this class are periodically required to wear Self-Contained Breathing Apparatus (SCBA) and make confined-space entry. In accordance with OSHA regulations, employees are prohibited from having facial or head hair that impairs the effectiveness of respirator equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties of the class as they relate to this requirement.

MENTAL DEMANDS:

- While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; manages databases; deals with changing deadlines, constant interruptions and multiple concurrent tasks; responds to life-threatening, emergency situations; and interacts with others encountered in the course of work.