

CITY OF SMYRNA
WATER TREATMENT PLANT CHIEF OPERATOR

DEFINITION

This position is under the administrative direction of the Water and Wastewater Treatment Plants Superintendent. This employee is responsible for the supervision and direction of the operation and maintenance of the water treatment plant. Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks.

EQUIPMENT / JOB LOCATION

The employee will operate a computer, fax machine, copier and other modern office equipment.

The employee will be required to use various types of laboratory equipment used in analyzing water quality.

The employee, at certain times, to operate a back hoe, bobcat, dump truck, volt and amp meter, gas analysis equipment, hydraulic lift equipment, computerized flow monitoring equipment and other small wheel equipment.

The employee typically works indoors in an office environment and may be exposed to tobacco smoke, however sometimes work is performed outdoors regardless of the weather.

The employee may be required to lift heavy objects weighing more than 25 pounds.

The employee's work may expose him/her to high places, dangerous machinery and its moving parts, sharp tools, fumes, chemicals and/or toxic substances.

ESSENTIAL FUNCTIONS OF THE JOB

Plans, directs and reviews the work of operation and maintenance personnel in the water treatment plants.

Inspects the water plants periodically to ensure the proper operation, maintenance and repair of equipment.

Checks and reviews plants log records, gauges, meters, computer data tabulations, lab reports and other plants measuring and testing devices to see that all equipment, including laboratory equipment, is functioning and being used properly.

Participates in developing plans for treating water economically, and for new equipment installations and plants extensions.

Establishes, directs and supervises the procedures for the operation of centrifugal pumps, control panels, chlorinators, electric motors, meters, flash mixers, flocculators, settling basins, filters and other plant equipment.

Supervises adjustments and repairs of chlorinators and chemical feeders, pumps and all other equipment to obtain optimum results.

Plans, directs supervises the cleaning, painting, repair, upkeep and appearance of the general physical properties of plants.

Establishes procedures and work methods for the department to economically and efficiently utilize personnel and equipment. Reviews and analyzes methods, equipment used, and performance to find methods of increasing effectiveness and efficiency in operation and maintenance activities.

Conducts and supervises on-the-job training and career development of assigned personnel.

Maintains personnel attendance records, payroll records, inventory control, departmental purchasing approvals and various other records and reports incidental to the operation of the water plants.

Makes recommendations concerning the hiring, promotion, discipline and/or termination of employees.

Prepares budget and expenditure estimates and reports for operation and maintenance of plants.

Assures that operations and procedures of the water plants comply with federal and state occupational health and safety regulations.

Assures that operations and procedures of the water treatment plants comply with state and federal water quality regulations.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Provides professional assistance and advise on the development of plans and specifications for new plants or plant expansions.

Performs other duties as directed.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of the principles, practices and processes involved in the treatment of water.

Knowledge of state, federal and local standards and regulations regarding water and water quality.

Knowledge of chemical analysis and laboratory tests needed and required for water treatment and the use of modern laboratory equipment to perform these tests and analysis.

Knowledge of the principles, practices and procedures of operating water treatment plants and facilities.

Knowledge of the occupational hazards of work to be accomplished and supervised and the necessary safety precautions needed.

Knowledge of laws and regulations regarding employee health, safety and employment practices.

Ability to plan, organize, assign, supervise and inspect the work of subordinates, especially in the area of water treatment operations and maintenance.

Ability to conduct and supervise chemical, physical and bacteriological analysis.

Ability to maintain inventory control and administer appropriate purchasing policies and procedures.

Ability to conduct strategic statistical, economic and operational evaluations of system operations and facilities.

Ability to implement innovative methods to provide more efficient and effective operations.

Ability to keep routine operational and personnel records and make reports.

Ability to express ideas and information clearly, concisely and effectively in writing and orally.

Ability to develop sound plans for the future development of public utilities systems and other public facilities in relation to community needs.

Ability to establish and maintain an effective relationship with the public and other employees.

QUALIFICATIONS

Graduation from a four-year college or university of recognized standing with a B.S. in Science or related degree with major course work in chemistry, biology, sanitary and/or environmental engineering or related fields.

At least 3 years extensive responsible administrative and supervisory experience in the operation of water treatment facilities.

Water Operations and Filtration Class IV and CDL Class A certification by the State of Tennessee required within first year of employment.