



TITLE: Wastewater Treatment Plant Chief Operator
JOB CODE: 1004
GRADE: 112
DEPARTMENT: Utilities
REPORTS: Assistant Utilities Director or Designee
FLSA STATUS: Non-Exempt
CLASSIFICATION: Essential
CREATION DATE: October 21, 2008
REVISION DATE(S): June 1, 2010; December 5, 2017; July 12, 2022; January 9, 2024

This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.

POSITION SUMMARY

Under limited supervision performs complex technical and administrative work supervising the operation of a Wastewater Treatment Plant. Supervision is exercised over all Wastewater Treatment Plant Operators and Wastewater Treatment Plant Operator Trainees.

DUTIES & RESPONSIBILITIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an *.

- Plans, organizes, schedules, monitors, measures, and directs plant operations.*
- Trains personnel in treatment plant operations.*
- Ensures compliance with guidelines established by the EPA and State of Florida.*
- Establishes and documents plant operating policies and procedures and ensures compliance.*
- Supervises and/or participates in the preparation and submission of a variety of complex and technical periodic and special reports.*
- Responsible for developing and maintaining a program to ensure compliance with all local, state, and federal laws, rules, and regulations.*
- Inspects the operation of the treatment plant to ensure compliance to standards and proper operations. Approves adjustments in wastewater treatment pursuant to regulatory agency guidelines.*



- Handles personnel matters to enforces discipline, evaluates performance, recommends salary adjustments, promotions, and transfers. *
- Supervises the regulation and adjustment of motors, pumps, blowers, valves, and other apparatus to meet changing operating conditions.*
- Assists in Strategic Planning for the treatment plant and ensures compliance with the plan.*
- Supervises and schedules the work of personnel and gives instructions on general operating procedures.*
- Monitors and maintains the Cross Connection Control program. *
- Troubleshoots process problems.*
- Operates reuse irrigation systems.*
- Records readings from meters and instruments.*
- Makes regular tours of the treatment plant and equipment such as pumps, diesel generator, hypochlorite systems, chemical feed pumps, odor control system, etc.
- Monitors gauges, meters, control panels, etc.
- Controls tank levels and flow rates.
- Operates a forklift.
- Operates computer SCADA system to control and monitor plant flow and machinery.
- Manages, analyzes, and supervises the well systems.
- Maintains records and reports on chemicals consumed, plant pumping, and other treatment activities.
- Calculates plant loadings and efficiency.
- Inspects building and equipment, noting need for maintenance and repair work; performs and/or coordinates repair with appropriate personnel.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Extensive knowledge of the operating characteristics, equipment, and maintenance requirements of the Wastewater Treatment Plant; knowledge of hydraulic, chemical, and mechanical principles pertinent to Wastewater Treatment Plant operations.



- Extensive experience with Wastewater Treatment Plant operations and system pressures, filtration systems, and operating valves used for Wastewater Treatment Plants.
- Must have graduated from an accredited High School or GED equivalent.

Certifications, Licenses, Registrations:

- Wastewater Treatment Plant Operations Class “A” license from FDEP, preferred.
- Must possess a Wastewater Treatment Plant Operations Class “B” license from FDEP.
- Must possess a valid State of Florida driver’s license.

Knowledge, Skills & Abilities:

- Knowledge of the rules, regulations, policies, and procedures involved in the operation of a treatment plant.
- Knowledge of the practices, methods, techniques, and equipment used in the operation and maintenance in treatment plants and systems.
- Knowledge of the District’s policies and procedures.
- Skill in organization and management that promote an effective and team-oriented work environment.
- Ability to plan and implement programs relating to the wastewater systems.
- Ability to evaluate, develop, and implement effective work methods and procedural activities.
- Ability to plan and forecast division requirements, strategic planning for a period of five (5) years.
- Ability to establish and maintain an effective working relationship with departments, public officials, employees, and the public in an effective, courteous, and cooperative manner.
- Ability to focus on the positive in every situation.
- Ability to stay centered when challenged.
- Ability to establish and maintain the trust and confidence of the department and public.

PHYSICAL DEMANDS

Must be able to lift, carry and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects, electrical hazards, confined spaces, heights, noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, sensitizers, poisons, gases, irritants, asphyxiates, moving mechanical parts, and pathogens.



DISCLAIMER

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.