

Definition: Under general direction, is responsible for managing the maintenance programs of the City's Water Pollution Control Plant and connected facilities. Plans, assigns, coordinates, and provides overall supervision of the work of crews handling these services within the Public Works Department and assists in the general administration of the City's Water Pollution Control Plant.

The responsibilities of the Water Pollution Control Plant Operator II are distinguished from those of the Water Pollution Control Plant Operator I by the greater complexity of the assignments received and/or by additional state and/or federal technical certification which may be required.

Essential Duties: The Water Pollution Control Plant Operators are responsible for, but not limited to:

- * Assisting in the development and control of the division's capital and operating budgets.
- * Requisitioning supplies and writing purchasing specifications.
- * Planning and providing direction to the senior maintenance staff.
- * Assisting in operating and adjusting Water Pollution Control Plant equipment controls including valves, pumps, motors, disinfection equipment, filters, digesters, dewatering equipment and clarifiers.
- * Assisting in servicing equipment at outlying pumping stations.
- * Providing detailed instruction and direction to subordinates; evaluating and correcting the performance of subordinate staff.
- * Maintaining discipline and determining that rules are observed and properly executed during the performance of program activities.
- * Directing personnel in the proper manner of mixing chemicals; oiling, greasing, and cleaning the Water Pollution Control Plant Facility; reading, recording, and interpreting meter and gauge levels; regulating the flow of sewage; cleaning, adjusting, and repacking valves and pumps; collecting samples and performing major mechanical and electrical repairs including overhauling and rebuilding equipment; and fabricating replacement parts.
- * Setting up work schedules and assigning duties; checking subordinate work for thoroughness.
- * Using and overseeing the use of hand and power tools and motorized equipment.
- * Preparing cost estimates for plant maintenance and improvements.
- * Supervising the maintenance and care of department property and equipment.
- * Inspecting the Water Pollution Control Plant equipment and facilities to insure proper operations.
- * Conducting regular safety meetings and assuring that all City and departmental safety procedures are carried out.
- * Investigating accidents and equipment breakdowns.
- * Receiving and resolving citizen complaints at the request of the Water Pollution Control Plant Superintendent.
- * Maintaining a variety of departmental records including a daily, weekly, and monthly activity logs; coordinating with the Water Pollution Control Plant Superintendent on the development of the annual master plan.
- * Assisting in the recruitment of new personnel and all in-service training.
- * Attending training programs to maintain and/or improve job skills.
- * Taking on temporary division management responsibilities in the absence of the Water Pollution Control Plant Superintendent.
- * Handling related duties as assigned.

Page 2

SPECIAL REQUIREMENTS: Speak clearly and understandably; stamina to attend and participate in evening meetings as assigned, vision adequate to quickly and accurately review reports and correspondence, ability to report to work at any hour of the day or night as required by a disaster or other emergency situation. Maintain physical condition appropriate to the performance of assigned duty and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.

Treatment Plant Operator I Minimum Qualifications:

Also, see additional minimum qualifications below for the Treatment Plant Operator II

Knowledge of: Maintenance and repair practices used in a Water Pollution Control Plant; methods, equipment, and materials used in the construction and maintenance of a Water Pollution Control Plant facility; finance and management practices; general computer applications used in the course of work; occupational hazards and safety regulations; federal, state, and local water, wastewater, and toxic material regulations.

Ability to: Plan and direct the work of technical, skilled, semi-skilled and unskilled workers; think and act quickly in emergencies; evaluate situations and people accurately; perform complex electrical and mechanical repairs; understand and carry out oral and written directions; establish and maintain effective and cooperative relationships with subordinates, peers, and supervisors; train employees in safety and job functions; develop budget submittals and control expenditures; keep records and inventories; make reports; interpret and work from sketches, diagrams, schematics, and blueprints; communicate clearly and concisely in oral and written forms.

Education: Equivalent to completion of the twelfth (12) grade with college courses in environmental science or engineering. Graduation from a community college with an associate arts degree in wastewater treatment technology OR 15 community college credits in biology, microbiology, mathematics, physics or another physical science may be substituted for up to one year of the required experience.

Experience: Minimum of five years full-time progressively responsible experience in the operation, maintenance, repair, design and/or construction of a Water Pollution Control Plant facility, at least one year of which must have been as a full-time supervisor. Additional experience in managing multiple work programs is desirable.

License: Must possess and maintain a valid CALIFORNIA Operator's license issued by the Department of Motor Vehicles and a satisfactory driving record.

Certification: Possession of a Wastewater Grade III Operator's certificate issued by the State Water Resources Control Board. Possession of Maintenance II Certification from the California Water Pollution Control Association is also desirable.

Additional Minimum Qualifications for Treatment Plant Operator II:

Experience: Two years of experience performing duties comparable to those of a Water Pollution Control Plant Operator I in the City of Millbrae.

Certification: Possession of a Wastewater Grade IV Operator's certificate issued by the State Water Resources Control Board. Possession of Maintenance III Certification from the California Water Pollution Control Association is also desirable.