Job Description

Job Title:	Chief Wastewater Plant Operator	Classification:	Classified
Department:	Public Works	Grade:	170
Occupational Group:	Plant Operations	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; oversees the day-to-day operation of a wastewater treatment plant to ensure compliance with Federal and State regulations.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans, establishes priorities, schedules, assigns, and inspects work of subordinate staff to ensure safe and efficient operation of wastewater treatment plant; ensures compliance with State and Federal regulations.
2. Assists in preparing and monitoring budget including reviewing purchase orders, monitoring inventory of supplies and materials, and estimating staff and equipment requirements for efficient and effective facility operation.
3. Coordinates appropriate and timely scheduled emergency maintenance and repair of wastewater treatment plant facilities and equipment. Verifies completion of lubricating and preventive maintenance on pumps and control devices, cleaning of bar screens, filter arms, settling tanks and drying beds, general building maintenance and repair work, and groundskeeping tasks.
4. Reviews and approves timekeeping records to ensure staff hours are submitted to Finance for timely payment.
5. Monitors plant system gauges and meters to ensure efficient plant operation.
6. Maintains laboratory records and operational data; prepares reports required by City, State, and Federal environmental protection agencies.
7. Reviews operating logs to assure effective treatment and compliance with operating permits.
8. Adjusts chemical feeds as required to meet discharge requirements.
9. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of wastewater treatment; State and Federal regulations, standards, and criteria regarding discharge of effluent; State and Federal regulations, standards, and guidelines regarding wastewater treatment and treatment plant operations; State and Federal recordkeeping and reporting requirements for wastewater treatment plant operations; principles and practices of employee supervision and training; general building/grounds maintenance and repair practices; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other staff; planning, coordinating, assigning, and reviewing the work of subordinate staff; understanding and interpreting complex laws, regulations, and guidelines; following complex oral and written instructions, procedures, and guidelines; operating, maintaining, and repairing wastewater treatment plant equipment; preparing and reporting operational data and plant needs; Microsoft Office Suite.

Education: High school diploma or GED equivalent required, supplemented with two years of coursework or training in wastewater treatment or biological sciences.

Experience: Three years full-time wastewater treatment plant operation including experience in a lead or supervisory role.

Licenses and Certifications: Possess and maintain a valid state issued driver's license and a Missouri Class A Wastewater License.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Employees regularly stand and walk. Positions in this classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, crawl, push, and pull materials and objects weighing up to 100 pounds, with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes, toxic chemicals, odors, and airborne particles; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and moving mechanical parts, and other hazards due to risk of electrical shock and vibration.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	