CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Chief Operator - Wastewater** **UNION:231**
SG:7
DEPARTMENT: **Public Works, Operations Division** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

The Chief Operator - Wastewater Treatment is responsible for supervision and direction of primary, advanced secondary, solids handling, plants processes, industrial pretreatment program and control systems, and is responsible for recommending budgets, standards, and technical systems to ensure continuous and proper operation of the wastewater treatment plant. Error or negligence in supervision or performance could jeopardize wastewater facilities and put public health at risk; result in loss of life, property, financial resources, and equipment; and violate water quality, air, and other standards. Works under federal, regional, and Washington State regulations and procedures for wastewater treatment as well as City and departmental policies and procedures.

SUPERVISORY RELATIONSHIP:

Reports directly to the Public Works Superintendent - Plants. Works under general supervision and the guidance of City and Departmental policies and procedures. Maintains close working relations with operations supervisors and other city personnel. Oversees the utilization of lab data and operation as pertains to the wastewater treatment plant and sewer collection. Supervision of Plant Operators, Utility Workers, and Plants staff is a joint responsibility with the Chief Operator - Water Treatment. Serves as a member of the plant operations management team.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes and directs the day-to-day operation of the wastewater treatment plant. Schedules work activities and personnel, and arranges for chemicals, supplies and equipment as needed. Determines service levels and establishes operating criteria for operators. Reviews operation and recommends facility improvements.

2. Jointly responsible for supervision of Plant Operators with the Chief Operator - Water Treatment, including recommending employee hiring, training, supervision, evaluations, disciplinary actions, vacation scheduling, etc., of plant personnel. Provides training for skills development, safety and working with hazardous materials.

3. Oversees lab data and operation to ensure proper function of the treatment plant processes. Coordinates wastewater and solids handling operations with maintenance and laboratory activities to minimize operational conflicts and optimize process control.

4. Oversees, with support from the Water Quality Technical Supervisor, monthly data provided to US Environmental Protection Agency, Washington State Department of Ecology, and regional air pollution authority to demonstrate compliance with plant permit and discharge requirements. Holds signatory responsibilities on submittal of compliance reports.

5. Produces reports in order to inform annual budget needs for the section; includes researching information for capital expenditures, and performing cost analyses for items such as energy costs, solids handling processes, odor control, and plant upkeep and maintenance.

6. Develops and implements policies and procedures for proper operations of wastewater primary, secondary, and solids handling facilities.

7. Supports the Industrial Pretreatment Program in the capacity of determining impacts to the treatment plant. Trains and coordinates with City staff to ensure the Industrial Pretreatment Ordinance is administered correctly through proper operational evaluation, sampling, laboratory analysis, and data management.

8. Compiles operational data and makes performance decisions to optimize treatment plant and solids handling equipment performance for the protection of public health, the environment, and to maintain compliance with the Clean Water and Clean Air Acts.

9. Prepares reports and planning documents and performs other administrative duties in accordance with City and departmental policies and procedures and state and federal wastewater quality regulations.

10. Implements asset management strategies and utilizes computerized systems such as maintenance management, warehouse inventory, geographic information, and archive systems to schedule, assign, track and record work requests and monitor program accomplishments; maintains records on assets and services; accesses maps and drawings of City infrastructure; responds to customer requests; and identifies improvements to the plants asset management program.

11. Assists the Superintendent of Plants on capital projects for plants and other facilities which may include serving as project manager as assigned. Provides operating data to engineers, reviews construction documents, or recommends changes appropriate to operations. Oversees the work of vendors and consultants. Also works with engineers and other personnel as needed on capital improvement plans.

ADDITIONAL WORK PERFORMED:

1. Facilitates and performs public education and community relations activities.

2. Plans and implements improved wastewater treatment management, quality, reporting, and monitoring systems to meet new or revised wastewater treatment standards.

3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Technical standards and procedures required for the operation and maintenance of a wastewater treatment facility involving multiple advanced unit processes associated with secondary treatment such as activated sludge, sludge solids handling, and computer-based control systems, maintenance and laboratory operations.
- Computer applications to process control, scheduling, data recording, and reporting. Familiarity with laboratory database systems, SCADA, Microsoft Excel and Word.

- Laboratory processes as they relate to wastewater treatment, solids handling and collections systems.

Skill in:

- Excellent written and oral communication skills for working with a diversity of personnel and citizens.
- Strong skills in leadership, supervision, problem analysis, and decision making, planning and scheduling, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.

Ability to:

- Attain skills in cost analysis, budget development, and analysis.
- Identify problems and perform basic troubleshooting on machinery and associated systems.
- Establish and maintain effective working relations with employees, engineers, vendors, colleagues and supervisors.
- Identify training needs, develop materials, and instruct operators.
- Formulate written policies and procedures.
- Courteously and tactfully receive and respond to emergency calls from the public.
- Ability and willingness to accept on-calls status and be available to respond to on-call circumstances.
- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job, including:
  - Frequent sitting, walking, climbing, bending, twisting, stooping;
  - Occasional lifting up to 50 lbs.;
  - Physical mobility to make on-site inspections/visitations of work sites at all facilities;
  - Adequate vision to read computer screens and printed documents;
  - Adequate hearing to effectively hear voice radio and crew communications, roadway traffic and alarms in a noisy environment.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting in an industrial plant, providing directions to crew, making on-site inspections or troubleshooting, etc. May require working outdoors in all weather conditions. The treatment plants are high risk environments which require special safety precautions, i.e. working near heavy operating equipment, toxic or volatile chemicals, noxious gases, and with exposure to raw sewage. Employees may be required to wear protective clothing such as coveralls, rain gear, masks, boots, goggles, gloves, or shields and use respirator and self-contained breathing apparatus when appropriate.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years vocational or college coursework in technical areas such as environmental science, civil engineering, and/or computer technology.
- Four years of experience required in wastewater-related plant operations industry involving automated systems and advanced unit processes associated with secondary treatment. Must include two years of supervisory experience with responsibility for leadership, scheduling, training and skills development.

- Experience with full responsibility for plant operations preferred.
- Familiarity with computer technology required.
- A combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Must have or be able to obtain a Washington State Department of Ecology certification as a Group IV Wastewater Treatment Plant Operator within one year of employment.
- Note: Substitutions for education and training requirements are available as outlined in Washington Administrative Code 173.230.061, 10/23/87.
- Valid Washington State driver's license and a good driving record. A three-year driving abstract must be submitted at the time of hire.
- Employment contingent upon passing a criminal convictions and local background check.

PREPARED BY: McCourt / Hanowell
5/24/83
McCourt / Sellin
3/90
Ardrey / Bateman
1/92
McCourt / Sellin
9/94
Lowry / Johnson / Delker
2/19

REVIEWED BY: _____
Eric Johnston, Asst. Director
Public Works, Operations

REVIEWED BY: _____
Ted Carlson, Director
Public Works