CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Chief Operator – Water Treatment** **UNION: 231**
SG: 7
DEPARTMENT: **Public Works – Operations** **CS: N**
FLSA: N
EEO4CODE: PR

JOB SUMMARY:

The Chief Operator - Water Treatment is responsible for supervision and direction of watershed, water supply, water treatment, and water distribution operations; serves as the system administrator for water and wastewater computerized automated control and data acquisition systems; and recommends budgets, standards, and operations. Error or negligence in supervision or performance could jeopardize municipal water supplies, facilities, and water/wastewater computerized process controls; 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 the Washington State regulations and procedures for water supply and water treatment as well as City and departmental policies and procedures.

SUPERVISORY RELATIONSHIPS:

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 supervisors at the wastewater treatment plant and other city personnel. Supervision of Plant Operators is a joint responsibility with the Chief Operator - Wastewater Treatment. Serves as a member of the plant operations management team.

ESSENTIAL FUNCTIONS OF THE JOB

1. Plans, organizes, directs the day-to-day operation of the water treatment plant. Schedules work activities, making all necessary arrangements for supplies, equipment, and staffing. Determines service levels and establishes operating criteria for operators.

2. Jointly responsible for plant operator supervision with the Chief Operator - Wastewater including recommending employee hiring, operator training, supervision, evaluations, disciplinary actions, vacation scheduling, etc., of plant operators.

3. Coordinates and performs quality control testing and evaluation in conjunction with water treatment plant and other laboratory personnel to optimize the quality and quantity of water produced.

4. Develops and implements policies and procedures for proper operation of the plant and distribution system.

5. Performs project, plant operations team, vendor, and consultant responsibilities.

6. Coordinates watershed and water supply functions such as operation of the Lake

Whatcom control dam, responding to public concerns on lake levels, producing flow reports, and collaborating with other departments.

7. Performs administrative duties in compliance with all City and departmental policies and procedures, state and federal water quality regulations such as completion of state reports, planning documents, performance documentation, inventory control, requisitioning supplies, bid specifications, etc.

8. Coordinates and performs systems administrator duties and responsibilities for water and wastewater supervisory control and data acquisition computer systems. This includes responsibility for training plant operators, system backup, and writing system reports.

9. Recommends preliminary annual budget for the section; includes researching information for capital expenditures and performing cost analyses for items such as chemical costs, water quality control, conservation, and regulatory compliance.

10. Assists the Superintendent on capital projects for plants and other facilities which may include providing operating data to engineers, reviewing construction documents, or recommending changes appropriate to operations. Also works with engineers and other persons on capital improvement plans.

ADDITIONAL WORK PERFORMED:

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

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

3. Operates the water treatment pilot plant filter system to optimize treatment plant performance.

4. Performs other work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Management, industry, and technical standards and procedures required for the operation and maintenance of a water treatment facility and distribution system involving multiple advanced unit processes associated with water systems such as direct filtration water treatment and computer-based control systems.
- Computer applications to process control, scheduling, data recording, and reporting.

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.
- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Formulate written policies and procedures.
- Identify training needs, develop materials, and instruct operators.
- Courteously and tactfully receive and respond to emergency calls from the public.
- Ability and willingness to accept on-call status and be available to respond to on-call 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 the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Stand or sit for long periods of time;
  - Move between work sites;
  - Occasionally lift objects weighing up to fifty (50) pounds.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years vocational or college coursework in technical areas such as environmental science, civil engineering, or computer technology.
- Four years of experience required in a comparable water-related plant operations industry involving automated systems. 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. Experience with systems development and troubleshooting preferred.
- An equivalent 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 REQUIREMENTS:

- Must have or be able to obtain a Washington State Department of Social and Health Services Water Treatment Plant Operator IV within one year of employment.
- Must pass job-related physical capacities evaluation prior to hire.
- 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 criminal convictions and local background check.

NOTE: Substitutions for education and training requirements are available as outlined in Washington Administrative Code 246.292.060, 12/27/90.

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5/24/83

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