

## CHIEF PLANT OPERATOR

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general direction, supervises, assigns, plans, organizes, and provides direction and oversight for multiple program activities and operations at one of OC San's two wastewater treatment plants; accomplishes work objectives through lower-level supervisory staff; coordinates assigned activities with other divisions, outside agencies, and the general public; ensures assigned functions meet all applicable laws, regulations, and OC San policies; provides highly responsible and complex staff assistance to management; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned managerial staff. Exercises direct and general supervision over assigned technical and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This classification is the second supervisory-level class in plant operations job series. This class oversees the operations of an assigned treatment plant and related equipment, facilities, and processes through lower-level supervisors. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Positions organize and oversee day-to-day activities of assigned treatment plant operations and is responsible for providing professional-level support to management in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Operations Manager in that the latter has full management authority in planning, organizing, and directing the entire scope of treatment plant operations and activities of the Operations and Maintenance Department.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Coordinates the organization, staffing, and operational activities of multiple business units; directs, coordinates, and reviews the work plan for assigned operations services and activities; reviews and approves work orders; collaborates with lower-level supervisory staff in assigning work.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility; provides emergency preparedness and technical and safety training.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and assists in the development and revision of policies and procedures regarding plant activities including staff responsibilities, overtime, and timekeeping; and implements resulting policies and procedures.

- Assists with the Interplant Digester Gas Pipeline as defined by Pipeline and Hazardous Material Safety Administration (PHMSA).
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Oversees and participates in the collection and compilation of data; directs and participates in the preparation of analytical and statistical reports and memorandums on operations and activities including Monthly Summary of Operations and treatment plant operational data; distributes data, reports, and memoranda to staff, management, and other departments and external agencies for regulatory reporting purposes.
- Monitors and performs frequent sight and sound inspections of plant process units, power generation units, wastewater flow, equipment, and facilities to ensure safe, effective, and efficient operation of wastewater treatment facility or generation of electrical power; performs inspections of equipment and tools; evaluates process lab data and coordinates the optimization of all process units; ensures compliance with all federal, state, and local laws and regulations and permit requirements; reports compliance to management; takes corrective action as required.
- Works with county, city, and other agency officials when coordinating efforts in off-site or emergency situations; works with other departments regarding such issues as repairs, safety problems, and shut down instructions; works with contractors regarding work performed at off plant locations.
- Coordinates construction and maintenance activities for minimum impacts to plant operations and water quality; makes recommendations related to the construction, modification, and operation of the facilities.
- Prepares job plans; reviews as-built drawings and plans to verify accuracy; and recommends necessary changes to drawings and plans.
- Completes paperwork outlining confined space entry and lock and tag procedures.
- Provides staff assistance to management including preparing and presenting staff reports and other correspondence as appropriate and necessary.
- Attends and participates in professional group meetings and on a variety of committees; stays abreast of new trends and innovations in the field of wastewater treatment plant operations; researches emerging products and enhancements and their applicability to OC San needs.
- Responds to a variety of wastewater emergencies on an assigned standby shift.
- Ensures compliance with all safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review, evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Principles and practices of budget and contract development and administration.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the division.
- Advanced principles and applications of critical thinking and analysis.
- Methods and techniques of conflict resolution and negotiation.
- Advanced principles, practices, operating procedures, methods, tools, materials, and equipment related to the operation and maintenance of a wastewater treatment plant and related facilities.
- Construction, maintenance, and operating characteristics of wastewater treatment facilities.
- Basic engineering and construction management principles.
- Advanced principles of chemistry, biology, and mathematics.
- Safety principles, practices, and procedures of all facilities, equipment, and materials used in wastewater treatment, power generation, and wastewater collection systems.
- Technical report writing and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and procedures of record keeping and reporting.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, various business, professional, educational, regulatory organizations, property owners, developers, contractors, and the public.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- 

**Ability to:**

- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Apply and use critical thinking and analysis to a broad range of situations and decision-making.
- Effectively resolve conflict, communicate, and negotiate and influence behavior at all levels both internally and externally.
- Identify problems, research, and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex operations duties and operate related equipment safely and effectively.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Manage and monitor complex projects, on-time and within budget.
- Understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Direct the establishment and maintenance of a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in wastewater treatment plant operations, engineering, construction management, or a related field.
2. Six (6) years of progressively responsible experience in wastewater treatment plant operations, which may include two (2) years of supervisory experience.

**Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License.
- Must possess a valid Grade V California Wastewater Treatment Plant Operator Certificate.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

- Mobility to work in an office and in the plant; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various OC San sites, projects, and/or meetings.
- Perform moderate physical work; to lift, carry, push, and pull materials and objects up to 51 pounds with the use of proper equipment and/or assistance from other staff.
- Work requires entry into confined spaces and the use of confined entry equipment and protective safety equipment.
- Vision to read printed materials, recording devices, and related monitors and to inspect and operate equipment; color vision to read gauges and identify appurtenances.
- Field work requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and operate tools and equipment.

### **ENVIRONMENTAL ELEMENTS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, heights, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.