



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Water Treatment Plant Chief Operator (Water Plant Supervisor and Industrial Pretreatment Coordinator)	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Utilities Superintendent	GRADE/RANK: Grade 16
	FLSA/ESSENTIAL STATUS: Non-exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position is a senior operator possessing a Class 1 Virginia Waterworks License who functions as the Water Treatment Plant Chief Operator. Position performs technical and administrative work managing the daily operations, maintenance, repair, and laboratory functions for an 8 MGD water treatment plant. Position supervises the duties of seven licensed water treatment plant operators. Position is responsible for ensuring that all Federal and State regulations for water treatment are met. Position must have a thorough knowledge of water treatment principles, managing budgets, plant maintenance/repair, supervision, and proven leadership abilities. Position ensures safe and proper operation and maintenance of the plant, equipment certified bacteriological laboratory.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Supervises, plans, schedules, prioritizes, assigns, and performs operation, maintenance, and repair of all plant equipment and grounds;
- Supervises personnel including performance planning and evaluation, training of staff, daily

supervision of performance standards;

- Oversees day-to-day treatment plant operations and laboratory activities;
- Maintains daily records and reports on plant activities;
- Maintains inventories of chemicals and supplies;
- Maintains a safe work environment for plant operators and visitors;
- Maintains physical condition and security for plant grounds;
- Maintains bulk water customer accounts and issues monthly reports to City Finance Department for billing;
- Prepares annual plant budget; prepares purchase requisitions, and monitors spending;
- Performs annual purchasing for chemicals as a part of the Cooperative Chemical Purchase Agreement with Augusta County Service Authority (ACSA) and Waynesboro;
- Compiles annual testing results for the Consumer Confidence Report (CCR) and assists Director in preparation of the CCR;
- Prepares monthly, quarterly, and annual reports for City and regulatory agencies including Virginia Department of Health (VDH) monthly operating report (MOR), Virginia Department of Environmental Quality (DEQ) water withdrawal report;
- Acts as liaison with applicable Federal and State regulatory agencies;
- Performs activities relating to industrial wastewater pretreatment permitting, reporting, and inspections under CFR 40, State Code, and City Code including, but not limited to identifying industrial and commercial customers who may require monitoring or permitting, inspecting permitted dischargers for compliance, and preparing applicable permits, violation notifications, and inspection reports;
- Utilizes SCADA system to monitor and analyze plant and facility operations;
- Utilizes Microsoft and MUNIS software applications
- Reviews and updates plant, lab, and equipment operation and maintenance manuals and Standard Operating Procedures (SOPs) and trains staff in same;
- Supervises and processes after hours emergency calls and standards of operation;
- Investigates water quality complaints and;
- Performs other duties as assigned by Utilities Superintendent or Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires thorough knowledge, skills, and abilities of various requirements, standards, and practices including, but not limited to, the following:

- Thorough knowledge of principles and practices of water treatment plant operations, maintenance, and repair;
- Thorough knowledge of regulatory requirements for water treatment plants and industrial and commercial wastewater pretreatment dischargers;
- Thorough knowledge of occupational and safety precautions and procedures applicable to

water treatment and plant operations;

- Ability to prepare detailed reports and maintain records utilizing computers;
- Ability to delegate authority and to plan, layout, prepare, perform, and supervise daily technical and maintenance operations and;
- Ability to establish and maintain effective communication and working relationships with co-workers, subordinates, City staff, customers, and the general public;

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Position requires any combination of education and experience equivalent to Bachelor's degree from an accredited college or university in an environmental science, public administration, or business administration. Position requires possession of a current and valid Class I Waterworks License from Department of Professional and Occupational Regulatory (DPOR) Board of the Commonwealth of Virginia. Position requires considerable experience in water treatment plant operations and maintenance, some experience with industrial pretreatment wastewater dischargers, and two years of supervisory experience in a Class I or II water treatment plant. Possession of a Wastewater Operator's certificate is desirable.

SPECIAL REQUIREMENTS:

Position requires possession of a current and valid Class I Waterworks License from Department of Professional and Occupational Regulatory (DPOR) Board of the Commonwealth of Virginia. Position requires flexible hours so that all shifts may be supervised; include some nights, weekends, and holidays as required for emergencies or as deemed necessary. Position requires valid Virginia driver's license and good driving record in accordance with City standards. Position is subject to pre-employment physical, drug test, driving record review, and criminal background review. Position is subject to random drug and alcohol testing. Position requires the ability to enter confined spaces and to work in and around potentially hazardous areas such as manholes, vaults, basins, chemical rooms, catwalks, streams, and areas with untreated sewage.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Position requires mostly light duty office work, but also requires physical work for the exertion of up to 25 pounds of force occasionally to lift or move objects. Work requires reaching, grasping, climbing, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed and/or important instructions to others accurately. Hearing is required to receive information at normal spoken word levels; to receive detailed information through oral communications; and to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data; determining the accuracy and thoroughness of work; and observing general surroundings and activities. Work is subject to adverse environmental conditions including extreme cold, extreme heat, rain, snow, ice, noise, vibrations, and related hazards. Work is subject to potential exposure to hazardous and non-

hazardous chemicals.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position has direct supervision of 7 full time water plant operators in the operation and maintenance of an 8 MGD water treatment facility. Position is under the direct supervision of the Utilities Superintendent and Director.

EXAMPLES OF EXPECTED DECISION MAKING:

Position must make responsible decisions on meeting regulatory requirements, adjusting plant operations or methods, assigning maintenance activities, and scheduling operators and shifts including the designation of acting Chief Operator in absence of Chief Operator.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Water Treatment Plant Chief Operator will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019