

City of Monett
POSITION DESCRIPTION

Monjob26

Job Title: WWTF Assistant Chief Operator

Department: Wastewater Department

Salary Range: Payroll – Level 11

Immediate Supervisor: WWTF Chief Operator

ESSENTIAL FUNCTIONS

- I. Supervisory and Budget Related Activity – Assisting..... 20% of Time
 - A. Provides coaching and instruction for operators, assuring for professionalism and courtesy.
 - B. Serves as liaison for operators to individually or collectively voice personal or work related concerns.
 - C. Assigns appropriate work tasks to operators, assuring for optimum operation and maintenance of the plant.
 - D. Schedules operators’ vacations and adjusts schedule to minimize overtime.
 - E. Ensures that operators maintain their licenses and obtain all necessary training and education.
 - F. Conducts planning activities for future treatment plant requirements.
 - G. Plans and develops budget requests for the treatment plant as required by the General Manager Utilities. Provides clarification as requested. Monitors and assures spending compliance. Explains budget variances.
 - H. Determines the need for new or additional services.
 - I. Works with appropriate parties to assure that wastewater issues are coordinated and adequately accommodated. Assures for thoroughness and professionalism.
 - J. Ensures that the internal lab is properly maintained, in compliance with State and Federal regulations, and in possession of its State certification.
 - K. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
 - L. Ensure the facility is available for tour groups as requested. Ensure that all tours are conducted in a safe and informative manner.

M. In charge of WWTF personnel and WWTF operation during absence of Chief Operator.

II. Processing Activities..... 25% of Time

- A. Manages the collection of treatment plant samples for distribution.
- B. Manages tests to ensure sample quality.
- C. Change processes as test results dictate, assuring for optimal treatment of wastewater.
- D. Conducts regular tests to continuously monitor each process.
- E. Stays abreast of all chemicals needed for plant operation. Monitors and maintains chemical inventories.
- F. Communicates and cooperates with all applicable Federal and State regulators. Follows all applicable laws and regulations. Assures that all required records are kept and required reports are generated, assuring for accuracy and timeliness.
- G. Manages testing of water samples received from the municipal swimming pool, ensuring that the pool water meets regulations concerning bacteria.

III. Biosolids Management Activities 15% of Time

- A. Administers the Biosolids Management program and ensures it is carried out according to applicable regulations.
- B. Maintains an awareness of new and emerging technologies and trends. Attends seminars, reads and stays current.
- C. Generates monthly and annual reports and distributes to supervisor and other appropriate parties.
- D. Locates fields for sludge hauling, conducts soil sampling for testing, preps fields and maintains required records, assuring for accuracy.

IV. Industrial Pretreatment Activities – Assisting 5% of Time

- A. Makes determinations in conjunction with General Manager Utilities regarding the need to pretreat and permit issuance.
- B. Ensures that required sampling of industrial wastewater discharges are performed on a regular basis as required by permit, assuring for accuracy and timeliness.
- C. Ensures that all industrial sampling equipment is maintained.

- D. Ensures that all weekly, monthly, quarterly and yearly reports are generated and sent to SIU's, DNR and General Manager Utilities as required.
- E. Responds to daytime or nighttime emergencies at SIU's.
- F. Keeps accurate, organized records concerning Pretreatment Program which are available for DNR during yearly inspections.

V. Maintenance Related Activities 25% of Time

- A. Maintains an ongoing awareness of the appropriate use of all equipment, assuring that variances can be recognized.
- B. Recognizes or receives notification of equipment requiring maintenance, and conducts--or has conducted--a physical inspection of the malfunctioning equipment and makes or confirms a diagnosis.
- C. In concert with operators, develops a plan of corrective action.
- D. Assures that the plan is carried out safely and thoroughly. Completes the plan by checking for proper operation of all equipment by listening, feeling and observing.
- E. Develops a plan for routine preventative maintenance on all WWTF systems, ensuring that all equipment is monitored.
- F. Maintains an accurate log of equipment operation, maintenance activities, availability, and any unusual safety or operational conditions.
- G. Communicates regularly with General Manager Utilities regarding process or status changes.
- H. Ensures the WWTF environment is clean and free of safety hazards.
- I. Sets all parameters for process control, assuring for thoroughness.

VI. Safety Related Activities..... 10% of Time

- A. Maintains an awareness of all applicable safety procedures, equipment and policies.
- B. Meets regularly with other safety officers. Dialogues and addresses safety matters.
- C. Communicates and prioritizes safety in all aspects of the WWTF.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor, subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all worksites required for the position.
- ◆ Above average exposure to weather and temperature extremes.
- ◆ Above average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average amount of overtime/extended work hours.

Physical Effort

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above normal physical strength to handle 80 lb objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

Knowledge Requirements

- ◆ Completed High School or equivalent.
- ◆ Valid Missouri Drivers License and CDL w/tank and air brake endorsements.
- ◆ Valid Missouri "A" Wastewater License.
- ◆ Familiar with blueprints.
- ◆ Experience with welding and other maintenance equipment.
- ◆ Computer skills w/spreadsheet and word programs.
- ◆ Experience with plumbing and electrical projects.
- ◆ One or more year's supervisory experience.
- ◆ Experience with boiler systems and steam heat.
- ◆ Experience with laboratory procedures.

Mental Effort

- ◆ Normal concentration.
- ◆ Normal memory.
- ◆ Normal time pressure of decision-making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

Communication

- ◆ Above average verbal communication.
- ◆ Above average written communication.

Sensory Abilities

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.