

**WASTEWATER TREATMENT PLANT  
LEAD OPERATOR  
EASTERN SIERRA COMMUNITY SERVICE DISTRICT**

GENERAL STATEMENT OF RESPONSIBILITIES

This position is second in command to the Chief Plant Operator (CPO) and serves as the operator in charge during his/her absence. The incumbent is constantly increasing leadership capabilities, gaining knowledge and experience in the operation, maintenance and regulatory requirements involved in effectively managing the District wastewater treatment plant and collection system in accordance with the goals and standards of service established by the Board of Directors. The Lead Plant Operator is guided by assignments received from the CPO but exercises independent judgment in accomplishing the work. This is a safety-sensitive position.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Assists Chief Plant Operator in planning, organizing, assigning, directing, and reviewing the work of employees engaged in the operation and maintenance of the wastewater treatment plant and collection system.
2. Assists in overseeing the operation and maintenance of facilities to meet all applicable regulatory requirements and in accordance with design criteria. Assists in developing and implementing techniques and methods of process control which increase plant efficiency.
3. Works with WWTP Operators to resolve equipment and process problems.
4. Coordinates equipment repair or replacement such that the plant and collection system operates in accordance with design and effluent quality limits are maintained.
5. Assists in overseeing the work of others contracted to work on plant and collection system components.
6. Performs laboratory analyses to ensure adequate process control.
7. Able to prepare monthly, quarterly, and annual reports, as needed.
8. Assists in overseeing and implementing the preventive maintenance program of the plant and collection system.
9. Assists in the implementation of the District safety program.
10. Assists in training WWTP Operators.
11. Prepares work orders.
12. Initiates requisitions for tools, materials, equipment, and services.
13. Responds to emergency or abnormal facility situations outside of normal work shift.
14. Will be required to work rotating day shifts; will be “on-call” and carry a District phone and/or pager on a rotating basis.
15. Performs other duties as assigned.

## REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of District policies and procedures.
2. Knowledge of the methods, materials, tools, and equipment used in the operation, maintenance, inspection, repair, and installation of wastewater treatment plant and collection system components.
3. Knowledge of the mechanical, biological, and chemical processes involved in the operation of a wastewater treatment plant.
4. Knowledge of the occupational hazards in wastewater treatment plants and and collection systems and safety measures to be implemented.
5. Ability to work with raw sewage and chemicals using normal protective equipment.
6. Ability to plan and direct the work of subordinate employees.
7. Ability to operate and maintain equipment used in wastewater treatment process and collection system operation.
8. Ability to recognize equipment, process and collection system problems.
9. Ability to recognize needed repairs and take appropriate action.
10. Ability to perform, analyze, and interpret laboratory tests for the purpose of making operational adjustments.
11. Ability to work as a cooperative team with a small staff, and at all levels deal effectively with customers, operators of neighboring systems and regulatory agency staff.
12. Ability to establish and maintain effective working relationships with the Board of Directors, administrative staff, vendors, engineers, suppliers, and other agencies
13. Ability to read and interpret engineering specifications and drawings pertaining to plant expansions and improvements.
14. Ability to work in a wide variety of weather conditions and exposure to the elements.
15. Ability to lift and move heavy objects (60 lbs.) short distances (100 feet or less).
16. Ability to support 50 lbs. overhead.
17. Ability to work in small, cramped spaces and comply with confined space entry procedures.
18. Ability to understand and follow oral and written instructions in the English language.

## REQUIRED TRAINING AND EXPERIENCE

This position requires graduation from high school and a minimum of three year's operating experience and a minimum of one year's supervisory experience in operation and maintenance of a wastewater treatment plant serving a community of comparable size to Bishop, and the associated collection system.

## LICENSES AND CERTIFICATIONS

Possess a valid California Class C driver's license, possess and maintain a satisfactory driving record and the ability to meet eligibility standards for motor vehicle insurance coverage established by the District's insurance carrier. Must obtain a Class B driver's license within 18 months after date of hire as Lead Plant Operator. Possess a Grade II, or above, State of California Wastewater Treatment Plant Operator Certificate as issued by the State Water Resources Control Board.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job. While performing the duties of this job, the employee will work within or near wastewater and wastewater treatment facilities, work at elevations of 4200 feet, be regularly exposed to outside weather conditions involving wind, rain, heat, and extreme cold and snow during the winter months. The noise level in the work environment is usually moderate but may be severe at times.

#### ADDITIONAL REQUIREMENTS

1. Employment entrance medical examination including drug test.
2. Ability to read, analyze, and interpret general business periodicals, profession journals, technical procedures, or governmental regulations written in English. Ability to write reports, business correspondence, and procedure manuals in English. Ability to effectively present information and respond to questions from the Board of Directors, clients, customers, general public, and other agencies.
3. Ability to obtain and maintain certification to wear respirator & SCBA equipment in accordance with OSHA requirements.