



## CITY OF INGLESIDE JOB DESCRIPTION

### Chief Wastewater Plant Operator

**Department:** Wastewater  
**FLSA Status:** Non - Exempt  
**Effective Date:** 05/13/2020  
**Pay Grade:** 15

#### POSITION SUMMARY

Performs difficult skilled technical work overseeing, supervising, and participating in the operation and maintenance of the wastewater treatment plant and collection system; making daily inspections to ensure plant and equipment is in proper working order; performing preventative maintenance on equipment within and around the plant; preparing and maintaining appropriate records and files; preparing reports; and related work as apparent and assigned. Work is performed under the general direction of the Assistant Public Works Director. Departmental supervision is exercised over all personnel within the department.

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and monitors plant operations; directs treatment process changes for more efficient plant operation; gives directions to plant operators.
- Inspects all machinery and instrumentation to ensure proper operating conditions; supervises and performs maintenance on equipment.
- Oversees collection of samples for in-house and outside laboratory testing required for State permitting and bio aquatics standards.
- Ensures operators conform to standard safety practices and plant standard procedures, counsels plant employees.
- Operates plant, adjusts valves and controls to maintain appropriate treatment process; checks and monitors off-site tanks and pump stations.
- Schedules, assigns, and supervises all personnel engaged in the operation and maintenance of waste, pump stations, sludge pumping operations, and laboratory operations.
- Plans work schedules and enters work orders; functions as relief operator to cover employee absences
- Instructs employees; administers discipline when necessary in accordance with the disciplinary policy; maintains accurate time records of employees.
- Makes recommendations of new equipment and/or system changes as required.
- Takes samples, conducts chemical tests; analyzes results, adjusts treatment process, as necessary.

- Ensures proper chemical solutions; adds or adjusts chemicals, as necessary.
- Reviews, prepares, and maintains plant operation reports and records.
- Orders chemicals and supplies; maintains inventory.
- Assists other Public Works departments as needed.
- Complete assigned health and safety courses to create a safe work environment

**SUPERVISION RECEIVED AND EXERCISED**

- Under direction of Assistant Public Works Director
- Departmental Supervision

**EDUCATION AND EXPERIENCE REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education** – High School Diploma or GED

**Experience** – Extensive experience in wastewater plant operations including some supervisory experience

**License or Certificate** – Valid driver's license in the State of Texas (Class B required). Must have a Texas Commission on Environmental Quality (TCEQ) Class B Wastewater License and at least 5 years of experience.

**Special Requirements** – Posses or able to obtain National Stormwater Center Stormwater Inspector certification within two years of hire.

<b>Required Education:</b>	High School Diploma/GED
<b>Required Experience:</b>	Extensive Experience
<b>Combination OK?</b>	Yes

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Thorough knowledge of the principles, practices, equipment, and methods used in wastewater treatment and pumping operations.
- Thorough knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant.
- Thorough knowledge of the occupational hazards connected with plant operations and related activities and the necessary safety precautions.
- Thorough knowledge of chemistry as applied to water treatment.
- Thorough knowledge of disinfection requirements of wastewater systems.
- Thorough knowledge of federal and state regulations governing wastewater treatment systems.
- Skill in the use and care of hand tools.
- Ability to adjust water pumps, chemical feed machines, and other wastewater plant equipment.
- Ability to plan, schedule and direct plant operations.
- Ability to detect flaws in the operation of equipment and to determine proper remedial measures.
- Ability to take accurate readings and to keep routine records and reports.
- Ability to make arithmetic computations using whole numbers, fractions, and decimals.
- Ability to compute rates, ratios, and percentages.
- Ability to establish and maintain effective working relationships with associates, vendors, and the public.

<b>Admin.:</b>	Memo, letters, and reports
<b>Supervision:</b>	Wastewater Operators

**PHYSICAL DEMANDS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force
- Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.
- Work regularly requires exposure to outdoor weather conditions, and frequently requires exposure to wet, humid conditions (non-weather).
- Work frequently requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to fumes and airborne particles, or exposure to bloodborne pathogens, , exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, and may require the use of specialized personal protective equipment such as a self-contained breathing apparatus.
- Work is generally in a moderately noisy location (e.g. on or near noisy equipment).

<b>Weight:</b>	10 – 50 lbs.
<b>Environment:</b>	Noisy
<b>Physical Activity:</b>	Heavy

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

---

Employee Signature

---

Date