

**CITY OF MILLBRAE**  
**CLASSIFICATION SPECIFICATION**

**PLANT CHIEF TREATMENT OPERATOR**  
**April 2019**

**DEFINITION**

Under general supervision, performs, coordinates, and supervises the day-to-day operations and maintenance functions of the water pollution control plant; assists with the development and monitoring of the plant budget; assists with the overall administration of the water pollution control plant functions; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the full supervisory level in the Treatment Plant Operator class series. This position is distinguished from the lower-level Treatment plant staff by the exercise of supervisory responsibilities.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from the Superintendent. Supervises and manages technical staff working at the water pollution control plant division of the Public Works Department.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Plans and participates in directing the operations of the wastewater treatment plant; assists with troubleshooting problems with plant equipment; schedules, oversees, and participates in scheduling equipment repair; participates in the maintenance of plant equipment;
- Purchases or directs the purchase of required supplies, chemicals, and related items;
- Provides supervision, training, and evaluation to plant staff; schedules staff, ensuring appropriate coverage when reviewing time off requests; trains staff on plant processes, equipment, policies and procedures; evaluates assigned staff;
- Conducts regular safety meetings; ensures appropriate safety equipment is provided and used; ensures staff are trained on and follow safety procedures;
- Participates in the day-to-day treatment plant functions, including sample collection; reading, recording, and interpreting data; adjusting equipment, process control test, and related duties;
- Maintains a variety of departmental records including daily, weekly, and monthly activity logs;
- Assists in the development of the division's operating budget; may participate in the development of capital improvement budgets; and
- Performs related duties as assigned.

**JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Maintenance and repair techniques and practices for equipment associated with wastewater treatment, including mechanical and electrical repair techniques; techniques to effectively troubleshoot plant equipment; process control required to run a sewage treatment plant; understanding of lab analysis for process control and microorganism identification; basic budget techniques and processes; general computer applications used in the course of work; occupational hazards and safety regulations; Federal, State, and local water, wastewater, and toxic material regulations.

**Ability to:** Effectively plan and direct the work of technical, skilled, semi-skilled, and unskilled workers;

think and act quickly in emergencies; interpret laboratory data; troubleshoot equipment problems and perform preventive maintenance to keep equipment operating; apply principles of plant operations including solids balance, dosage, volume, and other waste water math; understand and troubleshoot process control data and run plant; understand and carry out oral and written directions; establish and maintain effective and cooperative relationships with subordinates, peers, and supervisors; train employees in safety and job functions; communicate clearly and concisely in oral and written forms.

## **EDUCATION AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** High school diploma or equivalent (GED) with some coursework in environmental science or engineering. Completion of college coursework in wastewater treatment, biology, microbiology, mathematics, physics, or another physical science is desirable.

**Experience:** Five (5) years full-time experience in the operation, maintenance, repair, design, and/or construction of a wastewater treatment plant facility, with at least one (1) year equivalent to a Treatment Plant Operator III with the City of Millbrae.

**Licenses:** Must possess and maintain a valid Class C California Driver's License with a satisfactory driving record and required air brake endorsements. Must possess and maintain a California Wastewater Grade III Operator's certificate issued by the State Water Resources Control Board. Possession of a Maintenance II Certification from the California Water Pollution Control Association is also desirable.

## **SPECIAL REQUIREMENTS**

Speak clearly and understandably; stamina to attend and participate in evening meetings as assigned; vision adequate to quickly and accurately review reports and correspondence; ability to report to work at any hour of the day or night as required by a disaster or other emergency situation. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.