



## CITY OF ELOY, AZ JOB DESCRIPTION

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<b>TITLE:</b>	<b>Chief Utility Plant Operator</b>	<b>5603</b>
<b>EFFECTIVE:</b>	<b>December 1, 2009</b>	<b>FLSA: Non-Exempt</b>

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**Summary:** Under general supervision, monitors City Waste Water (WW) treatment plant, equipment and infrastructure systems; as Operator of Record, assures WW services are provided in alignment with state and Federal laws and technical codes.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors and directs WW treatment and reclamation facility; as Operator of Record, assures that program activities are in compliance with all laws, regulations, policies and safety standards.
- Monitors and inspects WW plant operations; analyzes primary functionality and ancillary systems; reviews and evaluates work methods and procedures; develops plans and recommendations.
- Manages the collection, analysis and reporting of operational data; maintains daily logs and records for regulatory compliance, WW plant operations and general system information; prepares reports which summarize WW operations and activities, and mandated reports for regulatory agencies.
- Meets regularly with staff to discuss and resolve workload and technical issues; monitors operations to identify problems and recommend solutions; schedules training, trains employees, and provides daily guidance to assure their work is performed accurately and efficiently.
- Monitors pumping, treatment, storage, transmission, and distribution systems and facilities; oversees Cross Connection Control Program, and tests and repairs backflow assemblies.
- Monitors and records data from various instrumentation and equipment to ensure proper biological and chemical treatment and flow rates of the City's WW systems.
- Monitors WW facilities and equipment; checks and adjusts valves, meters, gauges, and other related equipment; maintains proper technical conditions.
- Records readings of gauges, meters, and charts; collects and analyzes WW samples, including water quality, chemical and solids levels; oversees laboratory operations; orders stock and maintains inventory of supplies.
- Assures that safety rules and regulations are followed; utilizes proper safety precautions in all work performed; reports safety hazards, equipment problems and emergency situations.
- Performs other duties as assigned or required.

## **Knowledge and Skills:**

- Knowledge of City policies and procedures.
  - Knowledge of the principles and processes of WW treatment, including basic microbiology.
  - Knowledge of state and Federal regulations relating to water quality and treatment, including United States Environmental Protection Agency (US EPA) regulations, Arizona Department of Environmental Quality (ADEQ) safety standards and inspection protocols, and Arizona Department of Water Resources (ADWR) safety codes and laws.
  - Knowledge of OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) requirements.
  - Knowledge of servicing requirements of WW plant machinery and equipment.
  - Knowledge of the functions and servicing requirements of WW plant machinery and equipment, including SCADA systems.
  - Knowledge of hand tools and testing equipment utilized in W/W repair and maintenance.
  - Knowledge of occupational hazards and safety precautions.
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- Skill in interpreting, understanding and applying water and wastewater quality standards, applicable Federal and state rules and regulations, and City policies and procedures.
  - Skill in writing accurate reports, technical documents and correspondence.
  - Skill in performing a variety of WW treatment plant operation activities.
  - Skill in reading and interpreting gauges and recording devices.
  - Skill in reading blueprints, technical documents and schematics.
  - Skill in performing and interpreting technical laboratory tests.
  - Skill in operating and maintaining tools and equipment in a safe and effective manner.
  - Skill in operating a personal computer utilizing a variety of business software.
  - Skill in following verbal and written instructions.

## **Minimum Qualifications:**

High School diploma or GED equivalent; AND four (4) year's WW system work experience; OR an equivalent combination of education and experience.

Waste Water Treatment Plant Operator's Grade 3 collection and treatment certifications from the Arizona Department of Environmental Quality are required; OSHA HAZWOPER certification is required; must meet the physical standards and requirements for the wearing of Self-Contained Breathing Apparatus (SCBA) respiratory protection equipment. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification; additional specific technical training or certifications may be required; must maintain a valid State of Arizona commercial driver's license.