

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Chief Water Treatment Operator	Reports To:	Water Treatment Supervisor
Salary Range:	B41	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	Field
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To organize, assign and review the work of assigned personnel engaged in the operation of the District's water treatment facilities and portions of the distribution system; to interpret and apply State regulations; to perform the more complex repairs and maintenance; and to provide administrative support to assigned supervisor.

Distinguishing Characteristics

This is the advanced journey level in the Water Treatment Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel, interpreting and implementing regulations, and performing the more complex maintenance activities associated with treatment plant facilities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Supervision Received and Exercised

Receives general supervision from the Water Treatment Supervisor.

Exercises technical and functional supervision over assigned technical personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Plan, prioritize, and review the work of staff assigned to operate and maintain the District's water treatment plants; interpret and direct staff in the application of regulations.
2. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
3. Participate in evaluating the activities of staff, recommending improvements and modifications.
4. Provide and coordinate staff training; work with employees to correct deficiencies.
5. Inspect water treatment facilities and equipment to determine and/or schedule required maintenance needs; perform preventative and corrective maintenance; ensure water treatment facility is maintained in a clean and orderly condition.
6. Compile and prepare reports for relevant local, State, and Federal agencies as required.

7. Plan for and implement tank isolation and cleaning.
8. Ensure the proper conduct of laboratory analysis of water quality, including, but not limited to, pH, chlorine, turbidity, bacteriological monitoring, and chemical dosing to ensure adequate and proper chemical application according to regulations and guidelines; make necessary operational adjustments in response to test results; ensure laboratory operations meet State requirements.
9. Perform the most difficult work related to the operations and maintenance of District water treatment plants.
10. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
11. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Operations and activities related to the operation and maintenance of water treatment facilities and equipment.
- Advanced principles of biology, chemistry and mathematics.
- Tools, materials and equipment used in the operation and maintenance of water treatment plants and distribution systems.
- Laboratory analysis techniques and health standards for potable water.
- Emergency response procedures.
- Methods for troubleshooting equipment associated with the operation of a water treatment plant.
- Standard water treatment mathematics.
- Equipment, tools and materials used in water treatment facilities.
- Complex computer integrated control of mechanical equipment.
- Pertinent local, State and Federal laws, ordinances and rules.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform the most complex duties related to the operation and maintenance of the District's treatment plant.
- Operate and use modern office equipment including a computer, applicable software and a treatment plant SCADA system.
- Interpret, apply, explain, and enforce District policies and procedures governing water treatment facilities.
- Perform standard chemical and physical tests of water.
- Properly store, handle, and deliver hazardous chemicals used in water treatment.
- Respond appropriately to emergency situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Communicate clearly and concisely, both orally and in writing.
- Work after hour night call on workdays, weekends, and holidays to assess emergency situations and dispatch needed personnel.
- Work after hour standby to respond to emergency situations at water treatment plants.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

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

Experience:

Two years of responsible journey level experience similar to a Water Treatment Operator III with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Certificate, Grade 4 (T4) and a Water Distribution Operators Certification, Grade 2 (D2).

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Treatment Operators Certificate, Grade 4 (T4).

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2).

Possession of, or ability to obtain, a valid Grade 1 Water Quality Analyst certificate issued by the American Water Works Association.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled room environment subject to plant operation noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; explain jobs to others; handle conflict.