

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: TREATMENT PLANT OPERATOR – LEAD (Job Code 841)**

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#### **GENERAL STATEMENT OF JOB**

Under the supervision of a specified departmental manager, performs responsible technical and supervisory work in the operations and mechanical maintenance of a water or wastewater treatment plant. Assists in the administrative, technical, and supervisory work in the management and daily operation of the treatment plant and samples collection and reporting. Coordinates and supervises work activities of treatment plant personnel through observation and written reports of adherence to established State of Florida Rules and Regulations

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Monitor, adjust, and record data from gauges, meters, control panel and equipment to ensure proper treatment, pressures and flow rates of the water/wastewater systems.

Maintain shift logs, flowcharts, production reports, and record meter and gauge readings.

Prepare and provide a variety of reports to the Plant Manager, including but not limited to, monthly operating reports and accident/injury reports.

Extract samples and perform routine laboratory testing and analyses.

Inspect, handle emergencies, and maintain mechanical equipment in water or wastewater treatment plant and identify maintenance and repair work required.

Dispatch appropriate service crews in response to emergencies.

Assign work to operators staff and review when completed.

Oversee the daily operations of the plant.

Discuss operational and mechanical issues with operators and mechanics as appropriate.

Perform routine troubleshooting on process equipment and completed work order for mechanic work, as needed.

Participate in the training and development of Treatment Plant Operators and Trainees.

Respond to customer inquiries and complaints, and provide information or refer to appropriate personnel.

Conduct plant and facility tours and oral presentations as directed.

Perform preventive maintenance and cleaning of plant equipment and system components.

Perform work of and assist the Plant Manager in the supervision of water and wastewater treatment staff and provide guidance and technical assistance; explain and demonstrate proper safety procedures.

Check the inventory of chemicals and other needed materials and supplies; complete requisitions and/or purchase orders; contact vendors to discuss supply levels, availability and prices; and receive and review invoices and packing slips.

Assist with investigating accidents, incidents, and property damage and following Incident Reporting policy and procedure.

Assist with the development of the plant budget.

Assist with developing and/or updating forms, standard operating procedures and preventive maintenance schedules.

Serve as the Plant Manager in his/her absence.

Perform related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent; must possess a minimum of a current State of Florida Class "A" Water/Wastewater Treatment Plant Operator license at the time of application; minimum five (5) years of progressively responsible experience in water or wastewater treatment plant operations. Must possess and maintain valid Class "E" Florida Driver's License

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve some walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20 – 50 pounds) and occasionally very heavy (100+ pounds) items.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to water/wastewater regulatory practices and technical aspects of operation and maintenance.

Intelligence: Requires the ability to draw valid conclusions from testing and monitoring processes. Requires the ability to apply common sense understanding to perform semi-repetitive tasks and to utilize principles of rational systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; interpret graphs; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately for testing and inspection tasks and for record maintenance.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving information and instructions.

**Physical communications:** Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear.).

**Environmental Requirements:** Duties require frequent exposure to adverse environmental and hazardous conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of water/wastewater treatment methods and procedures, sanitary characteristics of wastewater and chemicals used in the treatment process.

Knowledge and implementation of plant safety precautions.

Skilled in the use of treatment plant equipment, i.e., pumps, measuring devices, valves, and water or wastewater quality laboratory equipment.

Ability to understand and follow oral and written instruction.

Ability to coordinate, plan, and prioritize work assignments and provide operators cross training.

Ability to gather and maintain complete and accurate records.

Ability to operate computer systems and maintain accurate records.

Ability to develop and sustain good working relationships with all department staff.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date