



CLASS SPECIFICATION FOR:

## Chief Treatment Plant Operator

### General Statement of Duties:

Performs highly responsible work directing treatment process operations and staff at the assigned plant in strict accordance with all applicable permit and environmental regulations, as well as County and Department policies; does related work as required. The Chief Plant Operator will be assigned to the County's Water Treatment Plant or the County's Water Reclamation Facility.

### Distinguishing Features of Class:

Primary duties may include but not be limited to any or all of the following: ensuring ongoing treatment and operational compliance with all applicable permit and environmental regulations at all times; training and directing the work of assigned staff; performing, overseeing or reviewing onsite treatment process data which may include sample collection, raw and treated water testing, monitoring processes/flow/readings using the current computer-based SCADA system; recording and reporting data in accordance with all applicable policies, procedures, permit and regulatory requirements; monitoring and making discretionary adjustments to the treatment process, control equipment, chemicals and flows; ensuring treated water meets all regulatory compliance requirements; preparing work requests as needed; overseeing the work of other plant personnel, vendors and contractors as needed; ordering chemicals, supplies or other items as assigned; reviewing and inspecting equipment, logs and other treatment process components and measures to ensure treatment equipment is functioning safely and correctly; and reporting all process related data as required. Work is performed under limited supervision and with wide latitude for discretion in directing assigned staff and making discretionary adjustments to ensure the integrity of treatment process and resulting treated product is consistently compliant with all applicable permit and environmental regulatory requirements.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Makes regular inspections of processes and treatment areas to accurately monitor the operation and performance of treatment equipment and effectiveness of treatment processes;
- Makes accurate and timely adjustments to processes, equipment, flows, chemicals, and other aspects of processes as needed to ensure ongoing compliance with all permit and regulatory requirements;
- Safely and accurately operates valves, pumps, gates, and other process controls and equipment used in the various preliminary, primary and secondary treatment, chemical transfer, disinfection, sludge disposal, etc.;
- Routinely collects and tests samples at prescribed stages and time intervals in the treatment process, including accurately documenting and reporting findings as required;
- Trains operators on proper operation and use of treatment plant equipment, sample collection & analyses, and use of chemicals;
- Utilizes all required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Supervises the work activities of assigned staff;
- Reviews SCADA system data, forms and operational logs/reports, identifies problems and makes corrections;
- Keeps all required records and documentation, prepares related reports as assigned;
- Submits work requests as needed, may be required to coordinate and/or oversee maintenance/repair work;
- Briefs oncoming shift of plant performance and schedules operational adjustments and tasks;
- May be required to be on-call or work a float schedule;
- Maintains effective and collaborative working relationships with other Department and County staff at all levels to ensure proper management of raw and treated product as well as the system-wide management of flows impacting treatment operations;
- Maintains a comprehensive up-to-date knowledge and accurate understanding, interpretation and application of all permit and regulatory requirements and their impact on the treatment process;
- Maintains a comprehensive, up-to-date knowledge and understanding of plant operations, treatment processes, which may include biological nutrient removal, and chemicals utilized in the treatment process, as well as emerging new trends;
- May require extensive knowledge of biological nutrient removal;
- Maintains continuing professional education (CPE) operator requirements for the appropriate Class I Operators License;
- Performs other duties as assigned.

### Required if assigned to the Water Treatment Plant:

- Monitors and operates security systems for the Water Treatment Facility, Raw Water Pumping Station and Intake Structure;
- Must maintain continuing professional education (CPE) waterworks operator requirements;
- Collects samples of plant process and performs laboratory analyses for process control, examples of test are: Temperature, pH, Alkalinity, Turbidity, Iron, Manganese, Particle Counts, Hardness, Fluoride, Phosphate, Chlorine (Free and Total), Ammonia (Free and Total), Zeta Potential, ETC.;
- Enters data into SCADA;
- Operates remote raw water pumping station and monitors remote storage tank in distribution system;
- Manages chemical addition in treatment process such as ozone, ammonia, fluoride, chlorine, etc.



CLASS SPECIFICATION FOR:

## Chief Treatment Plant Operator

### Required if assigned to the Water Reclamation Facility:

- Reviews and approves the paperwork required for the advancement of trainees and operators through the Filled Against career path;
- Maintains and uses extensive knowledge of the principles and operation of biological nutrient removal;
- Trends data in SCADA and Hach WIMS Historian and draws accurate conclusions from the data;
- Maintains and uses knowledge and operation of hypochlorite addition and removal to maintain disinfection permitted compliance;
- Maintains effective working relationships with all levels of Department staff, County staff and Officials, regulatory agencies, contractors, vendors, and other relevant internal and external stakeholders.

### Required Knowledge, Skills and Abilities:

Extensive knowledge of the principles, practices, standards, regulations, equipment and treatment processes for the assigned treatment plant's operations; extensive knowledge of chemicals, used in the treatment process, including the impact of their adjustments to the compliance of the treated water; extensive knowledge of all applicable local, state and federal regulations impacting and governing the treatment process and the treated water; considerable knowledge of the sampling, testing, monitoring and reporting of raw and treated water; accurately performs complex calculations inherent to the treatment process; computer skills including but not limited to Microsoft products, SCADA and databases; ability to read, and consistently comprehend, interpret, apply and communicate complex technical/process information, policies, procedures and related regulatory requirements accurately; good written and verbal communication skills with demonstrated ability to communicate complex technical information, issues and ideas to non-technical audiences in easily understandable language/terms; excellent organization skills with the demonstrated ability to plan, monitor and execute work effectively and within all established deadlines, specifications and regulations; ability to multi-task effectively; sound inventory management skills to ensure chemicals and other components essential to the treatment processes are readily available when needed; critical thinking and problem solving skills with the demonstrated ability to accurately consider and weigh a variety of relevant factors, make determinations, decisions and recommendations, and appropriately resolve a wide variety of issues within established policies, guidelines, regulatory and other division-specific requirements and procedures; sound working knowledge of the hazards associated with the treatment process; thorough working knowledge of relevant safety rules/regulations, personal protection equipment (PPE) and other required safety equipment, and accident-prevention practices; visual and hearing acuity sufficient to enable effective interactions, inspections, monitoring and data collection; physical condition that permits safely operating a wide variety of equipment, gates, valves or other process-related equipment; physical condition that permits activities including but not limited to lifting up to fifty (50) pounds, walking or standing for extended periods of time, stooping, climbing stairs and ladders and working under adverse temperature and/or weather conditions; supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; works well independently and as part of a team; sound interpersonal skills; personal accountability, professional integrity and sound judgement; interacts professionally with internal and external stakeholders and maintains effective working relationships; and excellent customer service skills with the demonstrated ability to interact patiently, respectfully, and with tact and courtesy with all internal and external stakeholders. Requires the ability to work a flexible schedule including days, nights, weekends and holidays as scheduled or required.

### Minimum Education and Experience:

Education: Prefer a relevant 4-year degree;

Experience: Five (5) years of progressively responsible and relevant plant operation or other relevant work experience in a comparable treatment plant setting, with a minimum of one (1) year of supervisory experience;

**OR:** Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

**NOTE:** Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

**NOTE:** All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid Class I Operators License issued by the Commonwealth of Virginia.
- May require a pre-employment and annual physical examination and/or medical tests administered by Henrico County Employee Health Services and based on and appropriate to the specific sensory demands and/or physical hazards of the assigned position.
- No felony convictions, including any convictions related to weapons or violence issues, in accordance with State Code.
- Requires a valid driver's license to operate a County vehicle.