

Treatment Plant Class I Shift Lead



General Summary of Classification:

Serves as lead worker and backup to the supervisory Chief Operator; performs and directs treatment process operations and staff on an assigned shift to ensure the treatment process and resulting product complies with all applicable permit and environmental regulations, as well as County and Department policies; performs related duties as required. The Water Reclamation Facility has one Shift Lead per shift to assist with managing the treatment process operations and staff.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Performs highly responsible work inspecting, monitoring, operating, and maintaining the equipment, chemicals and processes utilized in the wastewater treatment process; monitors and trends data; performs tests and makes the necessary adjustments to ensure treatment processes and the end product meet strict permit and environmental regulations;
- Oversees the work of operators, other plant personnel, vendors or contractors as assigned;
- Assists the Chief Operator by cross training and performing an array of duties such as ordering chemicals, supplies or other items as assigned; preparing documentation or reports; reviewing SCADA system data, forms and operational logs/reports, to identify and correct problems; prepare and submit work orders; coordinate and/or oversee maintenance/repair work;
- Assists with training and provides guidance to other treatment plant operators and plant staff on an assigned shift;
- Utilizes all required personal protection equipment (PPE) and other required safety equipment and measures at all times;
- Performs wide array of other duties specific to the assigned Treatment Plant (*refer to the current CDP for additional duties*).

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Maintains an extensive, up-to-date knowledge and understanding of plant operations, treatment processes, and the chemicals utilized in the treatment process, as well as emerging new trends; thorough understanding of regulatory requirements critical to maintaining permit compliance; sound working knowledge of the science applicable to treatment processes; sound math skills to perform complex calculations inherent to the treatment process; ability to accurately compile, log, analyze, trend and report data from various sources; sound critical thinking and problem solving skills; sound working knowledge of the hazards associated with the treatment process, relevant safety rules/regulations, personal protection equipment (PPE) and other required safety equipment, and accident-prevention practices.
- **Technical:** Sound computer skills with the ability to use computer, typical business software, proprietary software and systems including SCADA, and various wireless technologies for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Sound verbal and written communication skills; established and maintains effective working relationships; provides sound training and guidance; demonstrates personal accountability and professional integrity; excellent collaborative skills; must work well independently and as part of a team.
- **Decision-making and Authority:** Briefs oncoming shift of plant performance and schedules operational adjustments and tasks; may make, recommend and/or approve adjustments; may work an on-call schedule.
- **Leadership:** Non-supervisory. Serve as Shift Lead and as Chief during their absence or a vacancy as needed; trains operators on proper operation and use of treatment plant equipment, sample collection & analyses, and use of chemicals.
- **Environment:** Works in a treatment plant and ancillary buildings; routinely works around and with industrial scale treatment process equipment; routinely exposed to loud noise, smells, chemicals and other adverse indoor and outdoor conditions including extreme weather and temperatures. Serves as essential personnel required to work during County closings.
- **Physical:** Visual and hearing acuity sufficient to ensure the safety of self and others; visual acuity sufficient to accurately monitor processes, equipment and readings; physical ability sufficient to safely perform assigned duties, lift 50 lbs., stand and walk for long periods of time without break, and operate equipment in varying indoor and outdoor conditions.

Minimum Education and Experience:

Education: High school diploma or GED;

Experience: Four (4) years of relevant experience at a Class 2 facility or higher;

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

Other Requirements (License, Certifications, Training, etc.):

- Must be at least 18 years of age with no felony convictions preferred, any felony convictions must be disclosed and must comply Virginia Code Section 18 VAC 160-30-60.
- Maintains a Virginia Class I License applicable to the assigned Treatment Plant and a valid driver's license.
- Requires the ability to work a flexible schedule including days, nights, weekends and holidays as scheduled or required.
- See current Career Development Plan (CDP) for additional information on job duties and KSA requirements.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of required NIMS ICS training courses.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.