

City of Fernandina Beach
Job Description

DLM
City Manager's Signature
4/29/19
Date

Title: Chief Plant Operator
Department: Utilities - Wastewater
FLSA Status: Non-Exempt
Reports to: Utility Operations Superintendent - Wastewater
Pay Grade: 133

Minimum Qualifications and Skills

- A. Education and Experience:
Must be a high school graduate or possess a GED. Five years of experience in the operation and maintenance of treatment plants. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:
Class "B" Operators Certificate (Wastewater) issued by the State of Florida.
Valid CDL Class "B" Commercial driver's license with tanker endorsement.
- C. Knowledge, Abilities, and Skills:
Knowledge of wastewater treatment plant operations, policies, procedures and methods. Knowledge of basic math and chemistry. Ability to make and maintain records and reports. Ability to supervise the work of subordinates. Ability to read and interpret gauges, meters, and test results. Good mechanical skills. May be required to work weekends or extended hours as needed to fulfill staffing requirements or during emergencies.

General Description

Responsible technical work involving the administration of daily operations of the wastewater treatment plant.

Essential Functions

1. Coordinates and supervises work activities of treatment plant personnel. Provides technical support and guidance in their work activities.
2. Ensures safe, effective operation of plant facilities in accordance with state and federal guidelines.
3. Conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective actions.
4. Maintains accurate and complete records on plant operation and laboratory data to meet management and regulatory requirements.
5. Participates in new employee orientation and training; provides training and instruction to subordinates.
6. Establishes work and maintenance schedules, ensures that building grounds and equipment are maintained in proper condition.

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7. Coordinates laboratory activities; sets sampling procedures and test schedules for onsite labs as well as commercial labs.
8. Evaluates assigned personnel. Recommends personnel action of hiring, promotion, discipline, termination and training to Wastewater Systems Superintendent. Assists in oversight of backflow program.
9. Assists in formulating and implementing rules, techniques and procedures.
10. Controls chemical and mechanical supplies; ensures safe use of all treatment plant related supplies, including ordering and maintaining materials.
11. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight and hearing (with or without correction), ability to communicate both orally and in writing. Moderate (15 to 44 pounds) lifting and carrying. Depth perception and the ability to distinguish colors. Walking, standing, climbing, bending, kneeling, stooping, pulling, reaching and driving. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions with noise, chemicals, electrical energy or radiant energy, odors, vibrations, slippery and uneven surfaces. Works in hazardous areas and atmosphere; in and around moving machinery.

Key Competencies: Energy, Safety Awareness, Work Standards, Initiative, Teamwork, Communication (oral and written).