

CITY OF CHATTANOOGA

Classification Specification Title: Chief Plant Operator (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09N

Supervision Received From: Assistant Director Operations

FLSA Status: Non-Exempt

Supervisory Responsibility For: Plant Operator 3;

Established: 6/29/07

Crew Worker

Revision Date: 8/27/24;

12/11/23; 10/20/23; 8/08/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising shift operations and depending on location participates in the day-to-day operations of assigned wastewater plant, pump station, lift stations, and Wet Weather storage facilities. Duties include: monitoring sites for proper operations and initiating work orders to resolve problems, maintaining inventory, operating applicable primary equipment, secondary equipment, cryogenic plant and Unox system. participating in the development and implementation of operation plans and procedures, preparing and maintaining applicable records, and monitoring activities for regulatory compliance. Work requires limited supervision.

SERIES LEVEL:

The Chief Plant Operator is the fourth level of a six-level wastewater plant operations series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises lower level plant operators on an assigned shift, to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. Responsible for shift time management, to include: scheduling; approval of leave/absence requests; accurate reporting and corrections to time entries prior to being submitted to payroll.

Participates in reviewing and monitoring adherence to operational plans and procedures.

Coordinates activities with other internal departments as appropriate.

Reviews and analyzes daily logs, data sheets, and laboratory data to ensure appropriate safety and operational levels are achieved.

Monitors wastewater operations and associated systems and equipment for potential problems and generates work orders as appropriate.

Responsible for meeting state required permit limits on weekends, nights, and holidays.

Maintains an accurate inventory of chemicals utilized in treatment operations; coordinates the delivery and downloading of chemicals; conducts sampling to monitor the effectiveness of chemical distribution and makes appropriate adjustments to feed rates.

Supervises and participates in maintaining, operating, and checking the operation of all collection systems and lift stations, and chlorination facilities; operates pumps, valves, and other equipment by hand or mechanical means to regulate the flow of wastewater through various primary, secondary and tertiary treatment processes; and maintains an even flow to assure maximum efficiency of plant equipment.

Supervises and participates in the collection of wastewater samples and other materials at scheduled times; performs standardized control tests; operates, adjusts and maintains chemical feed equipment to ensure compliance with established standards; performs record keeping functions such as logging plant operations, test results, maintenance work performed, and unusual operating conditions encountered; prepares special reports as required.

Supervises and participates in the collection of electric, water, and pump hour readings; records information into logbooks.

Supervises and participates in routine and higher level maintenance at plant facilities and grounds including washing down facility daily, maintaining grounds, the sludge handling facilities including odor control and performing general housekeeping duties; performs maintenance of plant machinery, equipment, piping and structures; cleans air diffusers, clears blockages from pipes and valves; and, performs repairs as necessary.

Serves in an on-call capacity in order to provide assistance in emergency operations.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and five (5) years of experience working in a wastewater facility.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

A valid Tennessee Driver's License. Depending on assignment will need to obtain a State of Tennessee Grade IV Wastewater Certification or State of Tennessee Grade II Collection system Certification within twenty-four (24) months of hire date.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; operation, maintenance and repair of major wastewater plant equipment, operations, and facilities; wastewater treatment principles, methods and practices; operation and maintenance of a wide variety of tools and equipment utilized in the trade; mathematical concepts; safety rules, codes and regulations and safe work methods and precautions related to the work; methods and precautions in storing and handling chlorine and other hazardous gasses and chemicals; process control tests; telemetry systems; and preventative maintenance practices and procedures as applied to wastewater treatment facilities and collection systems.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; coordinating the repair and/or resolution of potentially hazardous situations; identifying and responding to wastewater system problems; preparing legally-mandated reports; using a computer and related software applications; operating wastewater treatment plant equipment; performing plant maintenance activities and making operating adjustments to wastewater equipment; cleaning facilities and equipment; operating applicable tools and equipment of the trade; recognizing unusual, inefficient or dangerous operating conditions and taking appropriate action; reading and recording data from gauges and meters; performing routine control tests and adjust plant equipment accordingly; preparing and maintaining a variety of records and logs of work performed; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and infectious diseases.

SPECIAL REQUIREMENTS

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.