

POSITION TITLE: WWTP CHIEF OPERATOR
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER POLLUTION CONTROL

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Water Pollution Control Assistant Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Operator 2; Operator 1; Operator-In-Training; Sludge Recycling Coordinator

DIRECT: 10+ **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for the operation of the City's waste water plant, ensuring effluent quality and proper/efficient plant operation and maintenance.

JOB RESPONSIBILITIES

- Oversees day to day plant operation and maintenance
- Schedules shift coverage
- Orders parts and material for projects
- Assigns daily duties
- Operates plant's SCADA system and personal computers
- Reviews work and data of operators
- Operates trucks and other equipment including semi-tractor & trailers, loaders, backhoes, forklifts, mowers, dump trucks, etc.
- Troubleshoots process control and projects
- Prepares and maintains records, reports and other documentation
- Works with outside consultants
- Attends workshops and training programs
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk, hear, use hands to finger/handle/feel, reach with hands/arms, and lift up to 25 pounds.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <ul style="list-style-type: none"> Ability to use selected job-specific hardware and software Ability to operate selected laboratory equipment Knowledge of wastewater, hydraulics and biology, microbiology, electricity, electronics and mechanics Knowledge of potentially hazardous chemicals used in treatment processes Ability to monitor and control treatment plant by computer Ability to operate dump trucks, back hoes, overhead cranes, sludge applicator and load lugger Ability to use SCADA system <p>Administrative Skills</p> <ul style="list-style-type: none"> Ability to analyze and resolve situations and problems Ability to organize work, set priorities and work safely with a minimum of direction Ability to use techniques of effective time management Ability to handle multiple priorities and projects Ability to keep clear and accurate records and reports Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information <p>Cognitive Skills</p> <ul style="list-style-type: none"> Ability to deal with a variety of concrete variables in situations where only limited standardization exists Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to make timely, sound decisions Ability to interpret a variety of instructions in written, oral, diagram or schedule form 	<ul style="list-style-type: none"> Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals Ability to interpret professional periodicals and journals, technical procedures, and government regulations Ability to perform engineering calculations Ability to draw accurate conclusions from numerical material Ability to develop original, unusual, successful approaches Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities <p>Communications Skills</p> <ul style="list-style-type: none"> Ability to let people know of decisions, changes, and other relevant information in a timely fashion Ability to speak effectively one-to-one Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to prepare clear and concise reports, correspondence and other written materials <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Ability to use tact and discretion Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors Ability to deal courteously and diplomatically with the general public Ability to arrive at constructive solutions while maintaining positive working relationships <p>Leadership Skills</p> <ul style="list-style-type: none"> Ability to clearly assign responsibilities and tasks to others Ability to monitor progress and exercise control Ability to provide performance feedback Ability to instruct and train staff

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed both indoors and outdoors; incumbents typically work alone and have irregular activity schedules; the environment contains moving objects, mechanical and biological hazards.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Two-year college certificate or equivalent; State of Ohio Class 3 Waste Water license; Commercial Driver's Class A License with tanker endorsement; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.