

January 11, 2023

Organization: City of Barre, Vermont, USA
Position Title: Wastewater Treatment Plant Chief Operator
Wastewater Division
Department: DPW
Supervisor: DPW Director or Designee

Salary \$32.80 -\$35.68 per Hour

Summary / Objective

The Wastewater Treatment Plant Chief Operator supervises the operations of the Wastewater Treatment Facility and organizes work plans for the assignment and execution by the staff on day-to-day operations. The Chief Operator sets priorities with the Director of Public Works or their designee in the completion of operations, maintenance, state and federal compliance and all other essential functions required to the City's Wastewater Treatment Facility.

Essential Functions

Reasonable Accommodations available to enable individuals with disabilities to perform the essential functions.

1. Planning, motivating, and supervising the execution of work by employees in complex group and individual tasks based on requirements of the Wastewater Treatment Plant.
2. Assist the Director of Public Works in the development and administration of the department budget; develop an accurate summary of cost needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
3. Analyze job requirements to determine tasks, materials, and specialty services and assignments to effectively complete work at low cost in reasonable time frames.
4. Expert knowledge with state required daily laboratory testing and process control testing, including but not limited to PH, chlorine residual, TSS, MLSS, biological oxygen demand (BOD), E. coli testing, Ammonia, dissolved oxygen levels and all other cost process control parameters.
5. Assign duties and operate and monitor the city's process equipment for thickening, and dewatering solids.
6. Calculate and set return activated sludge, and waste activated sludge rates.
7. Monitor anaerobic digester levels and schedule solids removal as needed.
8. Follow and assign all necessary tests, sampling, operational procedures and maintenance regarding the state issued operating permit.
9. Assign operators for day-to-day routine operation and maintenance of the exterior facilities including but not limited to headworks, primary clarifiers, oxidation ditches, secondary clarifiers, and digesters.

10. Plan and assign duties to operators for seasonal cleaning and maintenance of different parts of the process and facility.
11. Provide and assist in training and coaching of subordinates in process procedures and safety with the use of outside trainers when needed.
12. Gather and trend data of daily operations, plant performance and submit reports for future process changes, and upgrades.
13. Analyze and record data to provide asset inventory, asset condition, and potential risks that need attention for future upgrades.
14. Review work as it's completed or after completion for accuracy and efficiency and provide coaching and verbal feedback.
15. Monitor and operate the wastewater treatment process using charts, graphs, electrical indicators, laboratory water testing, visual inspections, and Supervisory Control and Data Acquisition (SCADA).
16. Monitor, calculate, and adjust water and chemical dosage rates as needed.
17. Record operational and adjustment procedures and calculations.
18. Conduct routine inspections, including but not limited to, checking pumps, motors, chemical feed pumps, chemical make-up systems for proper lubrication, and adjustment and operation.
19. Inspect, clean, perform routine maintenance on monitoring instruments on a routine schedule or as needed.
20. Monitor chemical storage tank levels.
21. Follow security procedures, including but not limited to, locking points of entry, and reporting security problems.
22. Knowledge of OSHA/VOSHA rules and regulations as it relates to the operation of the Waste Water Treatment.
23. Schedule, order, receive and unload deliveries of chemicals.
24. Identify and perform mechanical repairs and report major repairs to the Director of Public Works or their designee; schedule, assign duties, and repair of maintenance projects.
25. Prepare and log data into operation reports, including but not limited to, computer data entry, manual report forms such as state monthly operating report.
26. Clean, maintain, and assign duties to assigned area of the wastewater plant.
27. Respond and work actively with residents of the city to respond to complaints and suggest resolutions.

Necessary Knowledge, Skills and Abilities

1. Strong understanding of Federal (EPA) and State standards, procedures, and guidelines regarding water quality.
2. Strong understanding and implementation routine maintenance schedule.
3. Mastery of the biological treatment process, different types of microbiological organisms to determine the quality of the biological process.
4. Ability to use a microscope to assess the microbiological organisms for process control.

5. Strong understanding of grit removal, solids removal, biological treatment, disinfection, naturalizing disinfection chemicals, anaerobic digestion and solids handling.
6. Ability to create and maintain records related to staff performance, job completion, inventory, and purchasing oversight.
7. Ability to complete state monthly report and understanding of all aspects of the operating permit.
8. Ability to perform maintenance on electrical monitoring instruments.
9. Ability to respond to emergencies evenings, weekends and holidays required.
10. Ability to work alone and with others required.
11. Ability to maintain effective working relationships with other staff members.
12. Ability to perform minor mechanical and electrical maintenance.
13. Ability to comprehend, give and carry out written, oral, and diagrammatic instructions required.
14. Ability to operate hand and power tools with precision on completing installation, repairs of process equipment at the facility.
15. Ability to understand relevant physical, chemical, electrical, and microbiological principles required.
16. Ability to perform mathematical calculations required.
17. Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
18. Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
19. Regular attendance is necessary and is essential to meeting the expectations of the job functions.
20. Ability to understand and comply with City standards, safety rules and personnel policies.
21. Competent with Microsoft Excel, and Microsoft Word.

Competencies

1. Must hold minimum Vermont State Wastewater Operators certification needed to operate facility without supervision determined by the state issued operating permit. (Vermont Grade 5DM operator certificate)
2. Minimum of seven (7) years experience in a leadership role that involves staff supervision.
3. Must have valid Drivers License.

Supervisory Responsibilities

This position has supervisory responsibilities for all the City's Wastewater Treatment Plant employees of lower classifications with coordination of the Director of Public Works or their designee.

Physical Demands

PHYSICAL ACTIVITY REQUIREMENTS

- Extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat while wearing personal protective equipment, which impairs the body's cooling system.
- May perform duties in sub-zero weather and contend with wind chill factors.
- May often work in wet, muddy or icy areas.
- May frequently work on slippery or uneven surfaces such as roof tops, ladders, and icy ground surfaces.
- Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e., vehicles, power tools, torches, etc.).
- Face exposure to hazardous substances.
- Exposure to higher than normal noise levels.
- Exposure to sharp objects.
- Exposure to vibration when operating power tools.
- Required to perform work in confined spaces or cramped body positions.
- Exposed to possibility of burn injuries.
- Exposure to oil and grease, especially during maintenance and repair equipment.
- Must be constantly prepared to respond to emergency situations without warning
- Required to wear personal protective equipment weighing 50-70 lbs., depending upon situation.
- Exposure to all weather elements (i.e., sun, heat, rain, sleet, snow, ice, etc.).

Exposure to noxious odors.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Performed regularly
Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Performed frequently	Crawling:	Occasionally performed
Lift over 50 lbs.:	Performed occasionally	Squatting:	Occasionally performed
		Kneeling:	Occasionally performed
Carry up to 10 lbs.:	Performed frequently	Crouching:	NA
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Occasionally performed
Carry 25 to 50 lbs.:	Performed frequently	Balancing:	Occasionally performed
Carry over 50 lbs.:	Occasionally	Work Surfaces	
Reach above shoulder height:	Occasionally performed	In Avg. 8 hour Day Employee is Required to:	
Reach at shoulder height:	Performed frequently		
Reach below shoulder height:	Performed frequently		
		Sit	
		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	
Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8

Handling:	Performed frequently	Total Hrs.	1	2	3	4	5	6	7	8
Torquing:	Occasionally performed	Walk								
Fingering:	Performed frequently	Consecutive Hrs.	1	2	3	4	5	6	7	8
		Total Hrs.	1	2	3	4	5	6	7	8

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor – Administrative, documentation, classroom training, meetings and record keeping tasks are performed in climate controlled office environment or department facility, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). Specific equipment inspection, testing, and repairs are performed in semi-climate controlled garage space with conditions of mild heat/cold variations, fair ventilation, and the frequent presence of fumes and gases. Some environmental hazards are present and noise levels can be high. Odors are persistent element of the work environment.

Outdoor – Operations may be performed under variable weather conditions and in an environment with considerable potential for personal danger including significant risk of injury and/or death. Equipment, testing, maintenance, repairs and training can also be performed under variable weather conditions with potential for serious injury. Some environmental hazards are present and noise levels can be high. Sloped and slippery terrain are a routine element of the work environment.

Position Type / Expected Hours of Work

This position is classified as non-exempt full-time. Standard days and hours are Monday through Friday, 7:00 am to 3:30 pm. However, this position requires the ability to work weekends, and holidays for state compliance.

Travel

Local travel may be required between facilities, public works garage, job sites or to vendors may be required.

Additional Eligibility Qualifications

None required for this position.

Work Authorization / Security Clearance (If applicable)

Must be authorized to legally work in the United States.

Must be able to get to and from work on a consistent basis.

AAP / EEO Statement

The City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, the City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager



HR

Employees signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____