

**City of Grass Valley  
JOB DESCRIPTION**



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**ASSISTANT CHIEF TREATMENT PLANT OPERATOR**

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**Department: Public Works Department**

**FLSA Status: Non-Exempt**

**Reports To: Utilities Superintendent/Chief Treatment  
Plant Operator**

**Unit: 1, Full-time Position**

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**SUMMARY OF JOB PURPOSE**

Under general direction of the Utilities Superintendent/Chief Treatment Plant Operator, manages planning, administration and coordination of activities and operations in multiple functions/divisions (Water and Wastewater) of the Public Works Department; assists in the coordination of assigned activities with other City departments and outside agencies; directs, manages and supervises the work of assigned staff; establishes and implements assigned programs' objectives and performance standards; oversees related regulatory requirements, reporting, and programs; and performs other related duties as required.

The Assistant Chief Treatment Plant Operator is responsible for carrying out the mission of the City and the Public Works Department in conformance with departmental and City of Grass Valley organizational values. The Assistant Chief Treatment Plant Operator shall maintain the appropriate licenses/certifications to be the City's designated Chief Plant Operator, and perform all functions/duties required by the State of California as the City's designee in the absence of the City's designated Chief Treatment Plant Operator/Utilities Superintendent.

Subject to the disciplinary process management reserves the right to terminate an incumbent in the Assistant Chief Treatment Plant Operator classification for lack of maintaining the required certifications and/or licensure.

**SUPERVISION RECEIVED AND EXERCISED**

The Assistant Chief Treatment Plant Operator is a management level classification responsible for assisting the Chief Treatment Plant Operator/Utilities Superintendent and/or Public Works Director/City Engineer in the day-to-day business of administering, directing and supervising water and wastewater divisions.

Exercises supervision of the operational requirements of the Water and Wastewater Treatment Plants, Water Distribution and Sewer Collection Maintenance Divisions and over assigned subordinate professional and field crews, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel.

**ESSENTIAL FUNCTIONS (include, but are not limited to listed tasks)**

1. Plans, coordinates and supervises work activities for assigned water and wastewater staff; participates in the development of the Department's work plans; assigns work

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- activities, projects and programs; monitors workflow; reviews and evaluates work product, methods and procedures.
2. Assists in the development, planning and implementation of departmental goals and objectives; assists in the development and implementation of department policies and procedures.
  3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
  4. Plans, prioritizes, assigns, supervises and reviews the work of subordinate staff in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.
  5. Assists with Supervision and coordination of all activities involving Water and Wastewater Divisions including but not limited ensuring compliance with National Pollutant Discharge Elimination System (NPDES) requirements, OSHA compliance, stormwater permits, spill containment, air permits, emergency action plans, site security and landscaping.
  6. Participates in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
  7. Participates in future needs analysis and implementation.
  8. Administers and monitors contracts for materials or services relating to Public Works water and wastewater operations.
  9. Receives and responds to public inquiries, requests for assistance, and complaints regarding assigned water and wastewater activities; participates in public meetings as necessary.
  10. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
  11. Interprets meter and gauge readings and test results to determine processing requirements;
  12. Monitors, and assists with operations lab facility;
  13. Answers questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
  14. Supervises the use of specialized equipment involved in water and wastewater treatment operations; schedules preventive maintenance at treatment plants, pumping stations and related facilities.
  15. Interprets laboratory results and makes operational changes as required;

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16. Administers operating logs, plant process control program and lift station program;
17. Administers the daily operation and care of odor control program;
18. Trains new plant operators and other employees in work operations and job safety;
19. Assists with the prepares all monthly and annual reports for appropriate State agencies;
20. Oversees major repair work, such as disassembling and reassembling of valves, pumps, gear cases, chemical solution pumps, sludge pumps, water pumps, wastewater pumps and other related equipment;
21. Enters and works in a confined space;
22. Procures supplies, materials and equipment in accordance the City's purchasing policy;
23. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

1. Principles, practices, operations, and administration of wastewater treatment plant operations and maintenance.
2. Equipment, tools and materials used in wastewater treatment operations and maintenance activities.
3. Principles of supervision, training and performance evaluations.
4. Principles of budget monitoring.
5. Principles and practices of safety management.
6. Pertinent local, State and Federal laws, ordinances and rules.
7. Computers and software (i.e. SCADA) for use in process control.

**Ability to:**

1. Interpret and comply with provisions of applicable codes, ordinances and regulations enforceable by the City and/or other regulatory agencies, especially those pertaining to wastewater and water standards and practices; and interpret lab data for process control.
2. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

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3. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
4. Interpret and analyze SCADA information.
5. Plan and organize efficient and effective work schedules.
6. Evaluate existing systems and procedures for improvement.
7. Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
8. Read and interpret maps, sketches, drawings, specifications and technical manuals.
9. Read, decipher and understand plans and specifications for infrastructure components and pipelines.
10. Perform planned maintenance and emergency work under confined space conditions.
11. Represent the interests of the Public Works in the community and at professional meetings as required.
12. Administer budgets for assigned activities.
13. Gain cooperation through discussion, consensus building and persuasion.
14. Work independently and as part of a team.
15. Make sound decisions within established guidelines.
16. Establish and maintain effective working relationships.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**EDUCATION AND EXPERIENCE**

A typical way to obtain the knowledge and skills is:

1. To have a high school diploma or GED and three (3) years of recent, full-time general mechanical or maintenance experience; which includes experience in the maintenance of pumps, electric motors, electric motor control panels, gear reduction drives and chain driven equipment. Possession of a valid California Grade III Wastewater Certificate, issued by the California Water Resources Control Board and possession of a valid State

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of California Grade III or higher Water Treatment Plant Operator Certification. Incumbents are required to acquire and maintain a Grade IV Wastewater Certification in within 12 months from date of appointment.

2. An Associates degree or higher in a related field from an accredited college or university may substitute for one (1) year of general mechanical or maintenance experience.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

1. Must have a valid Class C California Drivers License with an acceptable driving record and pass an appropriate background check prior to hire date.
2. Possession of a valid California Grade III or higher Wastewater Certificate, issued by the California Water Resources Control Board and possession of a valid State of California Grade III or higher Water Treatment Plant Operator Certificate. Incumbents are required to acquire and maintain a Grade IV Wastewater Certification in within 12 months from date of appointment.
3. Possession of Confined Space Certification.
4. Certification as Lab Director as required by the State of California and Federal EPA in order to operate a lab facility.
5. Register with the State Water Resources Control Board as legally responsible official (LRO) to enter, certify, and submit data into the online sanitary sewer overflow (SSO) database on behalf of City of Grass Valley in accordance with Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003).

Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Assistant Chief Treatment Plant Operator classification for lack of maintaining the required certifications and/or licenses.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

**MATHEMATICAL SKILLS**

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

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**REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The incumbent must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

**WORKING ENVIRONMENT**

While performing the duties of this job the incumbent is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and a steady level of loud noise.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: TBD

Revised:

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