

City Government **THE CITY OF NEEDLES** is seeking qualified individuals for the following Full-Time position of **Chief Wastewater Plant Operator**. This position shall provide leadership required to ensure the plant and the collection system operate in accordance with applicable federal, state and City of Needles standards and specifications.

For minimum qualifications and salary range, see detailed job description online or in person at City Hall. Application and job description may be obtained online or in person at: www.cityofneedles.com or in person at City Hall, 817 Third Street, Needles, CA 92363. Open until filled.

CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: Chief Wastewater Plant Operator
Department: Wastewater

Job Classification: UNCLASSIFIED
Wage Range: (115) \$29.34 -\$37.45

POSITION PURPOSE: This is a management position with responsibility as defined by Title 23, California Code of Regulations. This position shall provide the leadership required to ensure the plant and the collection system operate in accordance with applicable federal, state and City of Needles standards and specifications. Responsibilities shall include planning, organizing, scheduling and directing the daily activities of the treatment facility and collection system crews, and participating and assisting with the various activities being performed by the Wastewater Department. Position shall identify training needs and ensure employees receive operational training; safety training and that employees perform work in a safe and responsible manner according to City policies and procedures, and regulatory requirements. State of California WWTP Operator IV Certificate

REPORTS TO: City Manager

EXAMPLES OF RESPONSIBILITIES (may include but not limited to):

- A. Ensure all activities performed at the wastewater treatment plant or collection systems are in compliance with regulatory requirements. These activities include but are not limited to laboratory testing, reporting, and filing of permits, record keeping, employee training and safety.
- B. Direct, train, coordinate, schedules and directs all activities of employees assigned to wastewater facility and collection system.
- C. Plan work to be completed and conduct "tailgate" safety meetings for each job, as required. Such meetings shall ensure all employees understand responsibilities and are aware of any potential safety hazards.
- D. Schedule, coordinate and direct the preventive maintenance schedule of collection treatment facility equipment, including efficiency tests, repair and restoration of pumps, motors, pipes and control valves, etc. in accordance with regulatory requirements and industry standards.
- E. Prepare employee performance and training evaluations.
- F. Establish an environment that encourages team building and employee participation.
- G. Manage budgeting cost control and inspection of City and customer installations.

MINIMUM QUALIFICATIONS:

- A. Knowledge of waste water facilities, lab testing procedures, collection systems and waste water management operation regulations, laws, theories and practices are required.
- B. Must have demonstrated leadership abilities, and strong interpersonal and oral and written communications skills
- C. Must be able to plan, direct complex projects with minimal supervision, and be able to establish effective working relationships with employees, internal and external customers, and management.
- D. Class IV California Wastewater Treatment Plant Operators Certificate is required.
- E. Must be a high school graduate, or satisfactorily completed the General Education Development (G.E.D.), or have equivalent combination training.
- F. Must possess a valid state driver's license with a satisfactory driving record.
- G. Must be available after hours for service emergencies and restorations and live within 30 minutes of department headquarters.

GENERAL INFORMATION:

This classification description is not intended to be all-inclusive. Employee will also perform other reasonable related duties as assigned by management as required. 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.