

Soldier Canyon Water Treatment Authority (SCWTA)

Job Description

Position Title: LEAD WATER TREATMENT PLANT OPERATOR
FLSA Status: Non-Exempt/Hourly
Reports To: O&M Superintendent
Salary Range: \$84,000 to \$94,000 - Annually
Revision Date: July 2022

Summary

The Lead Water Treatment Operator is an integral part of the Soldier Canyon Water Authority (SCWTA) team, working closely with the Operations and Maintenance Superintendent (O&M Superintendent) and other team members to maintain, champion, and support the SCTWA and Soldier Canyon Filter Plant's Mission, Vision, Values, and positive culture. Duties and responsibilities include managing the daily work of the operations aspect of a complex 60 MGD water treatment facility, ensuring regulatory compliance, coordination, collaboration with other maintenance and laboratory personnel, maximizing treatment capacity, the effective management of Plant Operators, as well as other duties directed by the O&M Superintendent.

Essential Job Functions

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be inclusive:

- Monitors and controls daily treatment process and reports status to O&M Superintendent.
- Operates the Plant for at least one shift per week and when Operators are busy or unavailable.
- Responsible for preparing, managing, adjusting, and communicating all Operator shift schedules.
- Performs all the essential functions/accountabilities as listed in the Water Treatment Plant Operator job description.
- Provides supervision, leadership, and mentoring for Plant Operators.
- Inventories all treatment chemical and places orders as needed to ensure an uninterrupted supply.
- Coordinates, plans, directs, and participates in routine operations procedures.
- Helps to coordinate routine maintenance procedures.
- Provides emergency operational shift coverage if needed.
- Develops and writes Standard Operating Procedures for all routine and emergency operations procedures.
- Develops and schedules Operator trainings and implements Plant safety measures.
- Using computer equipment and maintenance management systems, maintains a logs of Plant operations, operations work performed, and unusual operating conditions. Maintains database files and prepares reports when requested.
- Reviews all daily records recorded by Operators.
- Communicates with the O&M Superintendent and Water Quality Compliance Manager to share knowledge of emerging source water and regulatory issues.
- Conducts regular Plant inspections for safety, housekeeping, and equipment/process checks.
- Purchases required operational commodities and supplies, with the approval of the O&M Superintendent.
- During the absence of the O&M Superintendent, serves as the Operator in Responsible Charge (ORC).
- Be proficient in the administration of all plant emergency response and security procedures.
- Operates SCADA operation systems and associated instrumentation as necessary for the effective

monitoring and management of the water treatment processes. Coordinates with SCADA & Control's personnel for system setpoints and integrity changes.

- Collects samples of water and other materials; runs laboratory tests and identifies and implements process control changes.
- Performs the more complex troubleshooting and maintenance of equipment and processes and takes or recommends corrective action.
- Builds and maintains positive working relationships with co-workers and employees.
- Proactively resolves issues and interrelated system challenges in a timely manner.
- Develops a healthy working environment with a focus on professional development for operations staff, implements a robust safety culture, and a well-run on-call system for Operators and emergency 24/365 (twenty-four hours a day/three-hundred and sixty-five days a year) coverage.
- Assists in developing a professional operational staff by mentoring, supervising, training, goalsetting, performing evaluations, and investing in advancing their careers.
- Other duties as required and necessary to ensure the success of the organization.
- Subject to 24-hour call, including evenings, weekends, and holidays.

Supervisory Duties

Directly manages operations staff in accordance with the Authority's policies and applicable regulations and laws. Responsibilities may include interviewing, hiring, and training employees, planning, assigning, and directing work schedules, goal, and direction settings, appraising performance, rewarding, and disciplining employees, mentoring, training, and addressing concerns and resolving problems.

Economic Responsibility

- Assists the O&M Superintendent in developing and managing the operational budget in an accountable and business-like manner, ensuring that costs are consistently reviewed and controlled within budget guidelines, including all treatment chemicals, equipment, tools, training costs, clothing allowances, etc.
- Manages operations personnel time, including on call, overtime, and compensatory time in an economically efficient manner.

Job Knowledge, Skills, and Abilities

- Working knowledge of conventional water treatment techniques for a 45-60 MGD water treatment plant.
- Knowledge and understanding of Poudre River and the Colorado-Big Thompson (C-BT) project
- Knowledge of the Environmental Protection Agency (EPA) and Colorado Department of Public Health and Environment (CDPHE) regulations and guidelines regarding the treatment and delivery of domestic water.
- Knowledge of managerial, financial and personnel administration.
- Knowledge and understanding of the principles and procedures of personnel selection, mentoring, training, compensation, negotiation, and fringe benefits.
- Ability to lead and train Plant Operators.
- Ability to develop constructive and cooperative working relationships with others and maintaining these relationships over time.
- Ability to handle conflicts by maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior.
- Ability to develop specific goals and plans to prioritize, organize, and accomplish work in a timely manner.
- Knowledge of the composition, structure, and properties of water treatment chemicals.
- Ability to read and interpret drawings, equipment manuals, Safety Data Sheets, Standard Operating Procedures, Process Diagrams, and other technical information to perform all assigned tasks effectively and safely.

- Knowledge of state, local, and internal water quality standards.
- Knowledge of the physical Plant and ability to operate the Plant manually in case of power outages, PLC failures, etc.
- Ability to recognize and assess treatment problems and react with corrective actions.
- Ability to calculate volume flow rates, detention times, chemical dosages, chemical feed rates, disinfection contact time and dilution factors.
- Ability to perform Jar Tests.
- Must be able to understand and use process data and trending to evaluate treatment process and justify treatment changes.
- Knowledge of OSHA safety regulations.

Implement Policies and Establish Procedures and Plans

- Works with the O&M Superintendent in implementing policies relating to matters such as water treatment, storage of water, operation and maintenance standards, financial management and personnel matters.
- Works with the O&M Superintendent in overseeing Plant safety and emergency response plans and helping to ensure that all Plant employees are adequately prepared to respond appropriately in any emergency.
- Works with the O&M Superintendent to establish operations related goals, objectives, and procedures.

Compile Data and Oversee Regulatory Compliance

- Research and compile data, write and publish materials such as monthly Plant chemical usage, flows, and cost estimates.
- Works with Water Quality Compliance Coordinator to ensure local, state, and federal level regulatory compliance.

Certificates, Licenses, Registrations

- Requires a high school or vocational school degree or equivalent.
- Must possess a Class A Colorado Water Operator Certification.
- Must have operated a Class A Surface Water Treatment Plant for at least 5 years.
- Must possess and maintain a valid Colorado Driver's license.
- Willingness to work a rotating shift schedule to provide municipal service on a seven-day-a-week basis.

Education and/or Experience

Minimum of Five (5) years supervisory and managerial experience in a water utility or a primary water treatment facility, and a minimum of Five (5) years' experience working on water treatment and monitoring equipment including analytical equipment, pumps, motors, generators, vehicles, etc. or an equivalent combination of education and experience.

Reasoning

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in verbal, mathematical or diagrammatic form.
- Ability to develop theoretically or empirically based equations to represent physical processes.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software; Word Processing software; Hach WIMS data management software; computerized maintenance management systems (CMMS); and Supervisory Control and Data Acquisition (SCADA) software, and associated applications.

Visual Acuity

Near acuity and accommodation are required for reading written instructions, schematics, blueprints, precision measuring instruments, and computer screen.

Hearing Ability

The ability to recognize adverse changes in process equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- While performing essential functions of this position, employee is regularly exposed to work near moving mechanical parts, work in high precarious places, fumes, or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:
- High noise levels from operation in Plant.
- Physical hazards from working in vicinity of high voltage, high pressure lines, chemical, elevated areas, and confined spaces.
- Cool, humid interior working conditions.
- Skin exposure to oils and chemicals.

Work is performed inside and outside of the water treatment Plant. Inside there is regular exposure to high equipment noise, toxic or caustic chemicals, fumes or airborne particles, and potential electrical and machinery hazards. Outside work requires exposure to high noise, un-even ground, heavy equipment, and adverse weather conditions. Fall hazards exist both inside and outside due to multiple elevations in and around facilities. Required to stand, walk, reach with hands and arms, climb, descend, balance, stoop, kneel, sit, crouch and crawl. Routinely lift, pull, and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing essential functions of this position, employee is occasionally exposed to wet or humid conditions, extreme cold, extreme heat, and work in potentially explosive environments. Working conditions can be occasionally loud. The employee is subject to call back during evenings and weekends, occasional overtime, and emergency repairs. The employee may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.