

Central Marin Sanitation Agency  
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## **LEAD OPERATOR**

### **SUMMARY**

Under general direction of Operations Supervisor (OS), delegates tasks to subordinates, adjusts, performs, monitors and reports on related work as required to maintain plant processes and related equipment as found in a continuously-operating secondary activated sludge wastewater treatment plant, pump stations and related facilities. This, to ensure that NPDES and BAAQMD permits' requirements, regulations and all applicable rules are continuously met. Less direct and more general direction will be allowed as incumbent demonstrates greater experience and or higher certification levels, thus allowing for more autonomous judgement in process corrections as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, while other duties may be assigned.

- Routinely performs plant rounds and inspections, reports significant changes in process or equipment conditions.
- Delegates and inspects assignments for an assigned shift as given by the OS . Includes Process Control Task Sheets, Individual activities sheets, etc. .
- Gives input to O S on subordinates performance as part of the staff evaluation process.
- Regularly inspects local and remote odor control sites for proper operations.
- Monitors plant processes and may suggest or perform appropriate operational changes to ensure NPDES and BAAQMD permits are met, required to perform changes as assigned.
- Tracks computerized operations of plant equipment to ensure correct values are in-put and trends meet expected normal parameters.
- Monitors, orders and reports on the inventory of chemicals and supplies.
- Able to interpret equipment condition using local or portable instrumentation.
- Attends and participates in meetings, training and safety sessions and on Teams and subcommittees as required. Expected to lead some of the meetings
- Properly and promptly respond to alarms and or emergency conditions.
- Able to communicate in oral and written format, giving clear and concise information.
- Work and cooperates with all department managers, their staff, outside public and customers.
- Participates in operations and maintenance functions of the plant and related facilities, performing such activities as:
  - Inspecting plant, pump station and remote facilities on a regularly scheduled bases.
  - Operating and performing preventive and corrective maintenance on a variety of plant equipment.
  - Operating valves, pumps and automated controls to regulate the flow of wastewater through the plant.
  - Develop spreadsheets and graphs for data collection.
  - Collecting wastewater, bio-solids and other samples from various phases of the treatment process and performing standard chemical and physical tests on these samples.
- Using a variety of hand and power tools and testing equipment;

- Writing CMMS work orders, maintaining accurate records of process data, chemical test results and Operations' work performed.
- Observing appropriate safety procedures developed in-house or through California Sanitation Risk Management Authority (CSRMA) and using all safety equipment, including those related to the safe handling of various treatment chemicals.
- Gives tours of the plant and related facilities for the public as assigned.
- Performs confined space entry, rescue, and Emergency Response as trained and practiced through Standard Emergency Management System / Incident Command System (SEMS/ICS).
- Required to work shifts and/or holidays as operational staffing levels dictate and overtime or off-hour shifts in emergency conditions and for planned shutdowns.
- Remain current on all aspects of Wet Weather Standard Operating Procedures.
- Plan and prioritize daily activities and projects. Coordinate with OS the prioritization of staffs' assignments.

### **SUPERVISORY RESPONSIBILITIES**

Indirectly supervises employees in the Operations Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND/OR EXPERIENCE**

Equivalent to graduation from high school supplemented by training and education, required for certification by the California State Water Resources Control Board to a minimum level of a grade III. Some college desirable.

### **INTERPERSONAL SKILLS**

Ability to interact with others( co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write departmental memos and develop spreadsheets. Able to write routine reports and standard operating procedures (SOP's). Able to effectively present information and respond to questions from staff, other departments, managers and the general public.

### **MATHEMATICAL SKILLS**

Ability to apply mathematical concepts, commensurate with grade level, such as fractions, percentages, ratios, exponents and algebraic equations. Be able to apply mathematical operations to practical situations like, detention times, volumetric calculations, chemical concentrations, process efficiencies and solids loadings.

**REASONING ABILITY**

Ability to interpret an extensive variety of technical instructions in written, oral, mathematical or diagram form and deal with some abstract and concrete variables as they apply to process controls of treatment facility or pump stations.

Able to recognize, prioritize, mitigate and correct unusual, inefficient or dangerous operating conditions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a Grade III certificate issued by the California State Water Resources Control Board (SWRCB). Must possess a valid California Class C driver’s license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and rarely be required to safely lift and/or move a manhole cover or similar items up to 100 lbs.

Specific vision ability required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; to wet and/or humid conditions; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

**SPECIAL REQUIREMENTS**

There are no special requirements for this job.

**RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

<b>Job Title:</b>	Lead Operator
<b>Department:</b>	Operations
<b>Reports To:</b>	Operations Supervisors
<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	May 2007