

# WASTEWATER PLANT OPERATIONS COORDINATOR

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Position Code: 1415

WC Code: 7580

FLSA Status: Non-Exempt

Pay Grade: 352

Location: Wastewater Treatment Plant

Approval Date: 2018

## **General Statement of Duties**

This person performs as the supervisor over the Plant Operations Staff. Responsible for scheduling, assigning and assisting in technical and skilled work in plant operations as well as the day to day operation at the wastewater treatment plant. Also assist in coordinating major repairs and related projects with vendors, contractors and maintenance staff. Also inspects and assist in projects at the plant. Also evaluates the performance level of the Plant Operations Staff.

## **Distinguishing Features of the Class**

An employee in this class performs a variety of supervisory, operational and maintenance duties designed to produce safe treatment of wastewater or safe treatment and disposal of domestic and commercial waste materials. Work involves analyzing laboratory results and effecting changes in the chemical and biological processes of the plant. The employee supervises the operations section of the plant including participating in hiring, training, ensuring safety, assigning employees to shifts, approving leave, and providing technical guidance. Work also involves participating in maintenance and repair activities, establishing and maintaining a variety of records on the computer and reviewing the records of subordinates. The employee is subject to hazards associated with treatment plant operations including working both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work around wastewater is also subject to the final standards of OSHA on blood borne pathogens. Work is performed under the general supervision of the Wastewater Treatment Plant Manager and reviewed by observation, conference, and reviewing records for adherence to operations, standards, instructions, and safety practices, and to effectiveness of the plant staff.

## Duties and Responsibilities

Supervises and coordinates assigned operational staff and keeps performance records.

Schedules workers for 24-hour, seven day coverage of plant operations; approves leave; participates in the hiring process; trains new employees and coordinates in-service training; inspects work; provides employee performance coaching and evaluation.

Responsible for examining and evaluating treatment plant process and making necessary changes.

Provides safety training and ensures that facilities and practices comply with all safety regulations.

Prepares operator guidelines and standards practices; supervises and participates in plant operations and associated activities

Assists with preparation of plant budget request; orders parts and supplies using the requisitions system; monitors budget expenditures.

Serve as back-up operator in responsible charge in absence of existing Manager.

Assist with the maintenance and repair of pumps, motors, hydraulic systems and other equipment.

Participates in preventive maintenance inspections such as checking and lubricating bearings, gear boxes, checking and replacing filters, cleaning out screens, packing pumps and other preventive maintenance activities.

Maintains and tracks inventory; deals with vendors and contractors.

Inspects and maintains safety equipment.

Maintains an appropriate reporting and documentation schedule.

Operates heavy and light equipment.

Performs other related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the operating characteristics of wastewater treatment plants.

Thorough knowledge of biological, chemical and mechanical principles pertinent to treatment plant operations.

Thorough knowledge of the occupational hazards and the safety precautions associated with a wastewater treatment plant.

Considerable knowledge of personnel policies, supervisory principles and effective techniques.

Considerable knowledge of the installation, repair and maintenance of mechanical and hydraulic components associated with a wastewater treatment plant.

Considerable knowledge of permit requirements associated with a wastewater treatment plant. Ability to interpret schematics, drawings and blueprints associated with the wastewater plant.

Considerable knowledge of applicable federal, state, and local laws, ordinances, and permitting requirements.

Working knowledge of municipal budgeting and purchasing policies and practices.

Ability to detect flaws in the operation of mechanical equipment and to assist in determining proper remedial measures.

Ability to conduct some appropriate laboratory tests.

Ability to provide clear instructions, train, motivate and review the performance of employees.

Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.

Ability to establish and maintain effective working relationships with regulatory officials, other employees and the general public.

### **Physical Requirements**

Must be able to perform the following basic life operational functions; climbing, balancing, stooping kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, hearing and repetitive motions.

Must be able to perform the following tasks; exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly.

Must possess the visual acuity to operate machines and equipment including close inspection of moving and small parts, using measurement devices, perform assembly and fabrication of parts, prepare maintenance records and operate a computer terminal.

### **Minimum Education and Experience**

An Associate's Degree from an accredited community college and three to five years of directly related experience; or a High School diploma or GED and seven to ten years of directly related experience; or an equivalent combination of education and experience.

### **Special Requirements**

North Carolina Wastewater Treatment Plant Operators Grade IV Certificate  
Possession of a valid North Carolina Commercial Driver's License is desired