

## **Wastewater Treatment Plant (WWTP) Chief Operator**

**Summary & Scope of Responsibilities:** This individual performs difficult technical and skilled work in overseeing the operation and maintenance of the wastewater treatment facility and performs related tasks as required. The Chief Operator works with the Supervisor/WWTP to ensure safety procedures are strictly followed by all facility employees. The Chief Operator is also accountable for performance management activities for WWTP employees and is required to prepare and administer, as well as oversee the administration of performance appraisals.

**Reporting Relationships:** Reports directly to Supervisor, Wastewater Treatment Plant.

### **Essential Tasks & Responsibilities:**

- Supervises and inspects the operation of the treatment facility.
- Creates schedules and assigns tasks and personnel.
- Assists in the development of the facility budget.
- Oversees all facility operation maintenance and laboratory activities.
- Prepares daily and periodic operation and maintenance reports.
- Prepares and submits reports to federal, state and local regulatory agencies as required.
- Conducts regular inspections of the facility to ensure proper facility operation, general facility housekeeping and grounds maintenance.
- Conducts regular operations, safety maintenance and laboratory training.
- Performs laboratory analyses.
- Prepares and delivers timely and effective performance appraisals for direct reports and holds WWTP supervisor accountable for doing the same.
- Notifies Supervisor and/or Director of issues as required.
- Performs other duties as assigned by the Supervisor/WWTP and Director of Public Works or others in the chain of command.

**Expected hours & Travel:** Must be available to work either shift, 7:00am-3:00pm or 3:00pm to 11:00pm. Travel not required.

### **Education Required:**

- High School Diploma or GED.
- Possess a Virginia Class II or higher Wastewater Operator's License.
- Extensive experience in wastewater operations to include knowledge of scada systems and operations of such.
- Minimum one year supervisory experience

**Required Experience:**

- Thorough knowledge of the operating characteristics and maintenance requirements of a wastewater treatment facility.
- General knowledge of hydraulic and mechanical principles pertinent to wastewater treatment operations.
- Thorough knowledge of the occupational hazards of the operation and necessary safety precautions.
- Ability to detect irregularities in the operation of mechanical equipment and determine the proper corrective action.
- Ability to read meters and charts accurately.
- Ability to develop and maintain accurate charts.
- Skill in the use and proper care of hand tools.
- Ability to supervise and evaluate the work of others.
- Aptitude for basic mathematical computations and laboratory analyses.
- Daily contact requiring courtesy, discretion and sound judgment.

**Physical Demands:**

- Frequent minimum work requirement of lifting up to 70 pounds.
- Ability to climb, balance, stoop, reach, stand for extended periods, walk, push/pull heavy objects and grasp objects.
- Ability to withstand extreme outdoor environmental conditions including cold, heat, noise and/or vibrations.

**Work Environment:**

- While performing the duties of this job, the employee is required to work inside and outside. Outdoor conditions could include cold, heat, wet, noise and/or vibrations.

**Pay Range:** \$16.39 - \$29.51

**AAP/EEO Statement:** This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315

Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

### **Non-Discrimination in Employment**

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

**Duties and Responsibilities may change:** This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Position open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at [www.colonialbeachva.net](http://www.colonialbeachva.net). Return completed applications to Laura Corbin, Human Resources via email at [lcobin@colonialbeachva.net](mailto:lcobin@colonialbeachva.net).