

Trophy Club Municipal Utility District No. 1

Job Description

Classification Title	Chief Wastewater Operator
Department	Wastewater
FLSA Status	Non-Exempt
Pay Grade	\$49,730 - \$75,220

GENERAL SUMMARY

Participates in and leads Wastewater Operators in the performance of activities related to the operation and maintenance of a 1.75 million gallon per day membrane bioreactor wastewater treatment facility, lift stations, sludge management operation, and collections system.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Leads and evaluates performance of operators; recognizes and counsels Operators regarding work performance; deters formal disciplinary action to higher-level supervisor(s).
- Operates and monitors all processing equipment and machinery; maintains computerized operational control of plant operations including lift stations; initiates change in operation as determined through calculations and the monitoring of processing variables, test procedures and independent judgment of varying factors.
- Maintains quality processing records, including flows, chemical dosage, laboratory analysis, and various other facility operations.
- Effects routine maintenance (repairs and cleaning) of all buildings/structures, equipment fans and blowers; includes but is not limited to conducting routine inspections, making mechanical repairs/adjustments.
- Performs various laboratory tests and analyses required for effective operation of the wastewater treatment facility; handles calibration of associated test equipment.
- Responds to and takes appropriate action in relation to hazardous chemical leaks which require the use of an oxygen breathing apparatus; assists/rescues co-workers overcome by chemical exposure.
- Provides after-hours and weekend emergency phone response for customers concerning public services situations.



Chief Operator-Wastewater

Trophy Club Municipal Utility District No. 1 Job Description

QUALIFICATIONS

Required Education and Experience

- High school diploma (or GED equivalent)
- 3 years of progressively responsible related work experience in the water utility industry.

Required Licenses or Certifications

- Valid TCEQ Class C wastewater certification; Class B preferred.
- Class B CDL within six (6) months of employment.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Knowledge of and ability to apply basic chemistry and mathematical principles.
- Knowledge of basic wastewater equipment processes, controls, instrumentation, and hydraulics.

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Skill in use of Microsoft Office, SCADA, and CMMS programs
- Must possess skills in personnel supervision, training, and in coordinating operations for assigned area of responsibility.

Ability to:

- Effectively speak, write, and understand the English language
- Make accurate decisions in emergency situations that protect employees and the public
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

Chief Operator-Wastewater

Trophy Club Municipal Utility District No. 1 Job Description

- WORK ENVIRONMENT/CONDITIONS**

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Frequency Working in Designated Environment		
Office or similar indoor environment	Occasional		
Outdoor environment	Frequent		
Street environment (near moving traffic)	Frequent		
Construction site	Frequent		
Confined space	Occasional		
In the community (homes, businesses, etc.)	Frequent		
Correctional facility, detention center or jail	Seldom		
Clinical healthcare environment	Seldom		
Vehicle	Frequent		
Warehouse environment	Occasional		
Shop Environment	Occasional		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individuals with known violent backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (<i>below 32 degrees</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (<i>above 100 degrees</i>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicable diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, substances or waste	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loud noises (<i>85+ decibels</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Chief Operator-Wastewater

Trophy Club Municipal Utility District No. 1 Job Description

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Trophy Club Municipal Utility District No. 1 reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the General Manger.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

Employee's Printed Name

Date