

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Senior Water Reclamation Plant Operator	<b>Job Code:</b> 2529
<b>Date:</b> November 25, 2015	<b>EEOC Code:</b> SC
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (Unclassified)

**DEFINITION:** This is skilled supervisory and technical work with responsibility for the operation and upkeep of Provo City's water reclamation plant.

**CLASSIFICATION STANDARDS:** Positions allocated to this class are responsible to the Water Reclamation Plant Manager; and perform all assigned tasks under his/her general supervision. The work of this class is distinguished by its responsibility to directly supervise and assign the daily work of a Water Reclamation Plant crew.

**ESSENTIAL DUTIES:** Plan, supervise, and participate in the daily activities of water reclamation plant operators; function as Direct Responsible Charge (DRC); supervise operators in plant operations and processes involving preliminary treatment, primary sedimentation, filtering, sludge, solids, disinfection, digestion, and disposal; direct the observance of processes, flows, chemical makeup, and discharges; oversee readings on various outputs associated with the UPDES permit; identify abnormal conditions and resolve complex operation issues; monitor and troubleshoot SCADA system; supervise the transport, use, and sampling of bio-solids to ensure proper agronomic application; supervise the process to properly test water samples and record findings; supervise advanced lab analysis work and complex disposal processes; supervise monitoring of control meters and instruments, and of telemetering equipment to ensure proper operation; supervise restarting of process equipment following power failures; perform all work of water reclamation operators as needed.

Supervise, plan, and coordinate the work of assigned water reclamation plant personnel according to work orders and other priorities; ensure that work of crew is completed accurately, efficiently, and in compliance with established procedures; oversee daily activities of assigned staff to ensure that safety regulations are strictly followed; train assigned staff in applicable work policies, principles, and procedures; monitor employee productivity and work processes to identify training needs and inefficient practices; recommend and implement improvement changes to work processes; and inspect and supervise maintenance of equipment and tools.

Identify, evaluate, and resolve personnel issues; conduct performance appraisals and enact discipline and rewards as needed; assist with staffing decisions within the section including hiring and firing; assist section manager in preparing a timely and accurate budget for assigned area; order parts and supplies; maintain and review a variety of work records, reports, documentation, and work specifications; ensure assigned personnel are trained in all aspects of their assignments and jobs; develop and provide training to assigned personnel as needed; review work of direct reports and serve as a technical resource on complex issues; may act as the section manager in his/her absence; attend and may lead staff meetings; perform other duties as needed.

**MINIMUM REQUIREMENTS:** Equivalent to a high school diploma; and six (6) years of professional wastewater operator experience. Additional education may be substituted for experience as allowed by the State of Utah to qualify for unrestricted wastewater operator certification.

License(s). Unrestricted Grade IV Utah Wastewater Systems Operator. A valid, lawful commercial driver's license is required.


**SELECTION FACTORS:** *Knowledge of:* methods and techniques used in the operations and maintenance of a water reclamation plant; related laws, codes, rules, and regulations governing the functions of the position; the electrical and mechanical operations and maintenance of specialized treatment plant equipment; basic English composition, spelling, and grammar; policies and procedures established for the work system including handling chemicals and sample collection. *Skill in:* interpersonal relations and management as applied to the direction and supervision of employees; using a variety of power tools, hand tools, and other heavy equipment safely in a hazardous environment; recognizing potential dangers and responding appropriately; troubleshooting electrical and mechanical issues. *Ability to:* operate process equipment, electrical controls, valves, and pumps; monitor gauges, meters, and controls; recognize change in normal conditions and investigate the cause; recalibrate process and equipment settings in the field; inspect the plant for overall condition; perform work with speed and accuracy; communicate effectively both verbally and in writing; deal with the public and others in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; exercise independent judgement while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

**TOOLS AND EQUIPMENT USED:** Radio, mobile device, motor vehicle, various hand and power tools, general office equipment and software, specialized software, safety clothing, micrometers, dial indicators, monitoring equipment, cutting and welding tools, grinders, presses, electric carts, dump truck, loader, backhoe, boom truck, forklift, truck and trailer combinations, mowers, edgers, weed whips, pressure washers, and other equipment specific to the work.

**PHYSICAL DEMANDS:** Requires sufficient strength, agility, and eyesight to perform the work which includes lifting up to 100 pounds, driving vehicles and heavy equipment, carrying, bending, stooping, walking, climbing, working on scaffolding, tight quarters, and physical hand work.

**ENVIRONMENTAL FACTORS:** This work may require exposure to adverse weather conditions, noxious odors and dangerous gases, hazardous chemicals and conditions, high places, tight quarters, and potentially explosive conditions. May include exposure to high stress situations. *Note: Employees of this class may be subject to on-call status and working weekends and holidays.*

  
\_\_\_\_\_  
Department Director 11/25/15  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer 11/25/15  
Date

*NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*