

WASTEWATER PLANT OPERATIONS COORDINATOR

Position Code: 1415

WC Code: 7580

FLSA Status: Non-Exempt

Pay Grade: 355

Location: Wastewater Treatment Plant

Approval Date: 2022

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

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel or operate objects, tools, or controls and talk or hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. The employee is occasionally required to climb, balance, stoop, kneel and crouch. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to carryout assignments. Must possess the visual acuity to distinguish labels and colors, read gauges and dials, review and record written material, and operate lab equipment and a computer terminal.

The employee may be exposed to hazardous physical conditions (including but not limited to confined spaces, heights, mechanical parts, electrical currents, and vibration) poor atmospheric conditions (including but not limited to fumes, odors, dusts, gases, and poor ventilation), inadequate lighting, and intense noise. In addition, the work will require seasonal exposure to extreme weather conditions, snakes, insects, and wildlife common to water lines, underground utilities, and construction sites.

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