

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Identification Card

POSITION TITLE:	WATER/WASTEWATER CHIEF OPERATOR
DEPARTMENT:	Public Services- Administration
SALARY RANGE:	\$55,000 - \$65,000 Annually
HOURS PER WEEK:	40.00
BENEFIT ELIGIBILITY:	Sick/Vacation/Personal Time, Holiday pay, Health/Vision/Dental Insurance, 401 A/452B Retirement Plans

JOB SUMMARY

The Water/Wastewater Chief Operator position reports to the Town Manager and directs water and wastewater utility operations department.

Applicants must possess extensive knowledge and experience in water/wastewater plant operations of systems and equipment, planning for utility capacity and line extensions to new subdivisions, team management, and project management. The position requires frequent contact with the public, thus finely honed communication and customer service skills are essential.

ESSENTIAL DUTIES

- Performs duties necessary to support the Water Division to ensure the proper operation and maintenance of the water treatment systems and equipment within the appropriate Federal and State regulatory guidelines. Duties include, but are not limited to, monitoring and sampling ground and well water, administering treatment processes, conducting of lab tests, sample analysis, running tests on various equipment, cleaning bottles for the auto sampler, and determining test results.
- Performs duties necessary to monitor and adjust system flows, treatment process conditions, backwash filters and basins, discharge water waste, and storage levels by monitoring the status of the production, storage, and delivery systems. Duties include maintaining system reports and records by preparing and logging daily reports into the computer system. Responsible for reading and interpreting meters and gauges on central control panel or at individual machines or stage in treatment process, and appropriately adjusts controls.
- Responsible for maintaining and cleaning plant and plant equipment, and cleaning lab counters and floors. Duties include, but are not limited to, grounds maintenance, and basic pump and motor maintenance. May assist and/or be cross trained in pump and motor repair, maintenance, and installation.
- Performs electrical repairs on equipment and machinery, monitors control panels, and adjusts valves and gates to modify sewage flow. Collects sewage samples and conducts chemical analysis tests and materials.
- Manage the utilities team providing direction, instruction, advice, and delegation that reaches the goals and objectives of the department. Able to manage and lead the team through effective communication, organization, problem-solving, and decision-making. Will further instruct, train, and motivate personnel.
- Effective project management: developing realistic timelines that are appropriately managed to meet established realistic timelines.
- Attends training classes as is required by the State of Florida and as is commensurate with the appropriate level of State licensure for the performance of job duties.

- Operates Town vehicles and light trailers on public roadways. This is not intended to be an all-inclusive listing of essential job functions; the performance of other essential functions may be required. Works in confined spaces and hazardous areas.
- Assists engineers and planners in the preparation of construction designs, estimates, standards, and specifications. Confers with Town Manager and Planning Consultants concerning community planning, subdivision development, and new building construction. Coordinates, monitors, and reports on outside contractors regarding performance on special projects.
- Review, approve, and submit utility department payroll.
- Assists in budget preparation process. Manage and follow through with approved budget and approved budget projects.
- Furnishes cost estimates for proposed construction or repair jobs.
- Keeps labor and material records; prepares budget estimates and other reports.
- Attend Commission and Board meetings and report/provide findings and information about utilities.
- Performs related work as required.

MINIMUM QUALIFICATIONS

EDUCATION

- Class B Drinking Water Operator License preferred.
- Class B Wastewater Operator License preferred.
- Graduation from high school is required supplemented by college level course work. An associate degree or higher is desired.

EXPERIENCE

- Possession of a Florida Department of Environment Protection Class “B” or higher wastewater certification.
- Possession of a Florida Department of Environmental Protection Class “B” or higher drinking water operator’s license.
- Three (3) to five (5) years’ experiences in the operation of water and wastewater treatment facilities.
- Three (3) years of management experience.
- Three (3) years of project management experience.

KNOWLEDGE, SKILLS & ABILITIES

Extensive knowledge of water and wastewater operations. Ability to manage, lead, supervise, and assign the work of the utilities employees that results in efficiency, accuracy, and compliance. Work from sketches, blueprints, and both oral and written instructions; make accurate estimates of time and materials required for building, repair, and maintenance. Must be proficient in assigning job tasks taking into consideration technical requirements, competence of workers, personalities, workloads, environmental conditions, and other factors required to be accounted for to optimize yield.

- Must exhibit attention to detail, accuracy, and safety.
- Must be able to communicate and present oneself in a professional manner.
- Ability to read meters, charts, gauges, instructional manuals, and directions.
- Ability to perform or learn basic mathematical equations in the performance of analysis and calculation of dosage.

- Ability to read, interpret and follow technical information, directives, manuals, memos, reports, and other work-related materials.
- Ability to write analysis sheets, reports, inventories, logbooks, purchase orders and work requests.
- Ability to establish and maintain effective working and professional relationships with Town employees and officials, and the general public.
- Ability to take and follow oral instructions.
- Ability to work under high demands, short time constraints, and pressure of a fast-paced work environment.
- Ability to work shift work and respond to emergency call-out.
- Knowledge of System/Supervisory Control and Data Acquisition (SCADA).
- Thorough knowledge of wastewater treatment plant operations, principles, practices, equipment, and machinery.
- Working knowledge of electrical controls and telemetry equipment.
- Some knowledge of certification in confined space access and communicable disease control.

OTHER REQUIREMENTS

SPECIAL REQUIREMENT

This position may be required to report for work when a declaration of emergency has been declared.

SAFETY EQUIPMENT USED

Safety vest, safety glasses, hardhat, safety shoes.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Work is performed primarily outdoors in all kinds of weather exposing the employee to inclement weather and hazards related to working with and around a variety of equipment, working in confined spaces, bending, twisting, kneeling, crawling, lifting of heavy objects, exercising physical exertion in performing heavy manual labor, and dangers related to the digging up and repairing water and sewer lines. Use of both hands and fingers, good hand/eye coordination, near/far vision, and hearing. Frequent work outside during evaluation and repair of water and wastewater pipes. Must answer emergency call out during odd hours of the day or evening and work under adverse weather conditions of cold, heat, humidity, and rain.

The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability, or any other legally protected status.

Upon accepting an offer letter- please sign agreeing to the following:

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.

Signature

Date

Print Name