11/7/11

SAUSALITO-MARIN CITY SANITARY DISTRICT

LEAD OPERATOR

DEFINITION

Under the general supervision of the Operations Superintendent, the Lead Operator provides direct oversight of the day to day operation and maintenance of the collection, conveyance and treatment plant facilities, including ensuring work is performed in compliance with District policy, procedures and safety requirements.

SUPERVISION EXERCISED

The Lead Operator provides functional and technical supervisorial direction to assigned O&M Technicians, contractors, and maintenance personnel.

IMPORTANT AND ESSENTIAL DUTIES (Illustrative only)

- Performs the important and essential duties as described in the Operation and Maintenance Technician III job description and proportions time between the performance of said duties and the herein described Lead Operator duties as determined by the Operations Superintendent.
- Carries out the instructions of the Operations Superintendent in insuring the efficient and effective operation and maintenance of wastewater conveyance and treatment facilities. Assigns work tasks and work schedules. Provides technical direction, assistance, and training to other O&M personnel and ensure instructions are clearly conveyed and understood.
- Writes standard operating procedures outlining the procedures and methods to operate District facilities equipment and processes.
- Analyzes and interprets operational laboratory data and makes` process operational changes to optimize treatment systems performance and compliance with regulatory requirements.
- Prepares written technical reports on the operation and maintenance of District facilities, including system performance and equipment repair plans and specifications.
- Assists the Operations Superintendent with the development of the District facilities capital improvement program.
- Prepares and administers purchase order and outside service contracts.
- Participates in the preparation of operating and capital budgets.
- Plans and facilitates the timely completion of work assignments by ensuring parts, supplies, equipment and resources are purchased and available when needed for jobs performed.
- Monitors the prosecution and performance of work and routinely reports progress to the Operations Superintendent and to the General Manager when requested.
- Identifies problems and implements solutions before adverse consequences to the operation and maintenance of conveyance and treatment facilities occurs.
- Provides guidance and participates in the training of employees on new equipment and procedures.

- Exercises independent judgment in directing activities of assigned staff.
- Ensures that established job schedules are followed.
- Intervenes when corrective action is warranted.
- Makes recommendations regarding improvements to operating systems and procedures.
- Assists in ensuring compliance with all state and federal regulatory and safety requirements.
- Communicates with other agency personnel, consultants, contractors, customers and regulators related to routine technical aspects of plant operation and maintenance.
- Determines action to be taken in the event of emergencies.
- Assists in providing safety training.
- Ensures that facilities are secure.
- Ensures that all appropriate records, logs and reports are completed accurately and in a timely manner, including the entering of data in the District's computerized maintenance management system.
- Provides timely notice to the Operations Superintendent of conditions that have the potential to affect personnel safety, create permit violations or negatively impact customer service.
- Understands and ensures adherence to all District health and safety procedures as they relate to the performance of essential job functions.

OTHER DUTIES

- Responds to District facility process alarms and emergency situations.
- Performs other duties as presented in the Operation and Maintenance Technician I, II and III job descriptions.
- Insures the computerized maintenance management system work orders are complete and the system is up-to-date with the latest inventory records, maintenance activities and frequency and work order history.
- Assists with the development of contingency plans for the operation of the treatment plant, collection system and pumping facilities in response to emergency situations.
- Assists with the preparation and submittal of regulatory reports and notifications related to District collection, conveyance and treatment plant operations.
- Prepares staff performance evaluations, goal setting, work plans and improvement plans for the Operations Superintendent review and approval.

QUALIFICATIONS

- Knowledge, skills and abilities as described in the Operation and Maintenance Technician I, II and III job descriptions.
- Establishes and maintains a work environment of openness, mutual respect, and teamwork.
- Knowledge of industry safe work practices.
- Knowledge and understanding of wastewater processes laboratory testing procedures and methods.
- Proficient in using computers and applications to produce written reports and correspondence.
- Exercises excellent interpersonal and leadership abilities.
- Knowledgeable of the basic principles of supervision.

- Ability to manage multiple projects, priorities, and deadlines with successful outcomes.
- Ability to communicate clearly and concisely on District policies and procedures, both orally and in writing.
- Knowledge of current NPDES and BAAQMD permit requirements and collection system operation and maintenance practices.

Experience and Education:
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
At least six years of experience in the operation and maintenance of wastewater collection and treatment and facilities. Successful completion of college or technical school coursework related to the field may be substituted for the experience on a year for year basis to a maximum of two years.

Education:
Equivalent to the graduation from high school supplemented by specialized training in biology, chemistry, or a related field.

LICENSES AND CERTIFICATES

Must possess a Grade III Wastewater Treatment Operator certificate issued by the California State Water Resources Control Board.

Possession of a Mechanical Technologist Grade II, a Collections System Maintenance II and a Laboratory Analyst Grade II certificates issued by the California Water Environment Association is highly desirable.

Must possess a valid California class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess stamina to walk, stoop, climb and work in confined spaces and a laboratory setting; strength to lift and carry equipment, tools and supplies weighing up to 50 pounds and heavier weights with proper equipment; vision to read a printed page and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORKING CONDITIONS

Must be willing to work under potentially hazardous conditions and with exposure to potentially hazardous chemicals. Must be available for standby, emergency on-call and periodic off-shift work. Standby assignments may be required to fulfill the needs of the District.