

**City of Chesapeake Class Title: Water Treatment Plant Chief Operator**

<b>Job Class Code: 3164</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: 3</b>	<b>EEO Category: 7</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to serve as the senior most staff level supervisor in either one of two City Water Treatment Plants. Reassignment of the incumbent to a different treatment plant may occur at any time and such assignment shall be at the discretion of management. The position supervises others and oversees the operation and maintenance of water treatment facilities. The class is responsible for supervising others, and overseeing or performing water treatment process monitoring, chemical or physical process adjustments, logs and records maintenance, and general plant maintenance. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Supervises staff, including selecting, training, assigning and evaluating work, counseling, disciplining and terminating.
- Maintains and oversees safety program, including maintaining compliance with all local, state and federal laws and programs.
- Maintains operator schedules to insure adequate staffing, makes changes or rotates individuals among shifts to insure efficient plant operations.
- Coordinates with Water Quality and Maintenance Supervisors to operate plant in a manner which insures ongoing compliance with state and federal drinking water regulations.
- Interfaces with customers by answering questions and providing information.
- Performs administrative functions such as recording information, assisting with budgets, controlling expenditures, compiling reports, and monitoring materials.
- Coordinates and performs tours of either facility to enhance public understanding of the water treatment process.
- Maintains facility security and for making improvements or modifications to keep pace with vulnerabilities in the water system.
- Attends staff meetings to exchange information concerning the operations of the facility.
- Performs other duties as requested to facilitate the operation of the water treatment and distribution system.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, such as circumferences, areas, and volumes, and computes ratios, rates, percents, or other parameters.
<b>Language Requirements</b>	Reads journals, manuals and publications; speaks informally to groups of co-workers, staff in other organizations agencies, general public, people in organizations, and present training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

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<b>Mental Requirements</b>	Performs professional level work requiring application of scientific or engineering in the solution of technical or administrative problems; requires extensive understanding of operating policies and procedures and ability to apply these to complex problems; or the coordination of sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting subordinates, coworkers, customers, and others in the general public.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires an associate's degree or any equivalent combination of education and experience in biology, chemistry, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of six years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Class I Waterworks Operator's License from Commonwealth of Virginia. Special skills or equipment operator or other certification may be required.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*