

Seminole County

Classification Description

Classification Title: Chief Water Treatment Plant Operator

Class Code: 3350

EEO Code: H

FLSA: Non-Exempt

Revision Date: September 2009

General Statement of Job

Oversees all aspects of operation of five major water treatment facilities and three consecutive service systems. Supervises and trains Certified Operators and Operator Trainees. Develops task priorities, and distributes work assignments. Prepares and submits all plant reports. Responds to customer concerns. Coordinates activities with other departments and contractors. Reports to the Assistant Utilities Manager in all matters pertaining to plant operational issues. Provides input for budget preparation.

Essential Functions

Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Oversees plant operational performance. Schedules and assigns all tasks and projects. Trains employees in all aspects of system operations. Prepares required reports.

Prepares and submits work orders. Responds to after-hours emergencies. Orders all bulk chemical supplies. Coordinates activities with contractors.

Schedules plant openings for contractors. Performs field inspections to ensure that all compliance inspections as well as routine procedures are being completed and followed properly.

Works with inspectors and contractors during plant improvement projects.

Prepares and signs FDEP monthly operating reports and forward all FDEP malfunction reports.

Responds to and reports on any security related events.

Handles customer complaint calls.

Initiates and effectively recommends to the division, for final approval by the department director, the hiring, termination, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.

Responsible for the receipt, and the distribution within the treatment process, of all process



chemicals. Responsible for adherence to proper safety standards and procedures. Responsible for maintaining all safety equipment and related records.

Additional Duties:

Performs other related work as required.

Minimum Qualifications

Completion of high school/GED and four (4) years experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Special Requirements

Skilled in the application of water treatment methods and techniques.

Ability to effectively plan, organize and supervise subordinate personnel. Ability to communicate effectively both verbally and in writing.

Technical Requirements

Extensive knowledge in process controls, electrical controls, and programmable logic controllers.

Must have knowledge of Microsoft Word and Excel.

Extensive knowledge in the treatment of water and maintain compliance with federal, state, and local entities pertaining to water systems.

Must possess a "B" license in water treatment issued by the State of Florida.

Must possess and maintain a valid Florida Driver's License.

Working Conditions

Work environment includes some office work and some field work. Office work done typically sitting at a desk or table. Intermittently sitting, standing, and stooping. Field work involves work outside, with exposure to high noise, high dust, dirt, and grease. Works alone; or works closely with others.