



Chief Treatment Plant Operator

Job Details

Job Location: Treatment Plant, City of Holbrook, AZ	Position Type: Full Time
Education Level: High School Diploma/GED	Salary Range: \$52,313 - \$73,290
Job Shift: Day	Travel Percentage: Negligible
Certifications are required.	Job Category: Water and Wastewater Operations

Description

Job Summary

Under the supervision of the Water and Wastewater Supervisor. Performs and oversees the daily activities of the water treatment plant. Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems.

Work involves all aspects of the operation and maintenance of the wastewater treatment system. All work must be in compliance with applicable regulations and standards. Under general direction, coordinates, supervises, and participates in the operation of the City's wastewater treatment plant to ensure the protection of public health.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:



- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; Records statistical data concerning plant operations; Maintains, operates, repairs, and replaces equipment as necessary; Charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and Federal requirements; Gathers and tests wastewater samples for plant efficiency reports as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Assures that the plant operates within required standards.
- Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure accuracy of test results.
- Contains and disposes of hazardous wastes generated by the lab.
- Calibrates, modifies, or repairs instrumentation and control equipment, including recorders, flowmeters, and other water quality monitoring equipment.
- Troubleshoot and repair lower-level to mid-level electrical problems on control panels, wiring, and pumps.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Maintains the grounds, pumps, fencing, dykes, pipes, valves, control panels, flow levels, monitoring wells, located at the Re-Use Facility and the effluent storage lagoons

Peripheral Duties

- Serves on various employee or other committees as assigned. Must be able to be on-call for his/her part of the duty week.
- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors the performance of electrical systems, circuits, or equipment of the treatment plant.



Supervisory Responsibility

- Serves as a positive and engaged member of the City of Holbrook.
- Motivates, encourages, and develops direct reports.
- Demonstrates a respectful attitude toward customers, co-workers, elected officials, and supervisors that promotes teamwork, open communication, and effective customer service.
- Be an advocate for promoting health and safety in the workplace.
- Embodies the City Core Values.

Other Duties

- Resolve problems affecting services to users.
- Represents the department and the City as required.
- Assists the Water/Wastewater Supervisor in the department budget preparation and assures operations are performed within the Council-approved budget.
- May be required to attend job-related meetings outside the City.
- Performs other related work as required.

Knowledge

- Have considerable knowledge of principles, procedures, and practices applied to the operation and maintenance of wastewater treatment plant and equipment.
- Knowledge of principles, practices, materials, and equipment used in wastewater treatment.
- Knowledge of the established safety and industry guidelines for the tools, equipment, and materials used in plant operations.
- Advanced computer skills to include the ability to use Microsoft Word, Excel, PowerPoint, and Outlook, as well as an asset management program.
- Thorough knowledge of current principles and practices applicable to assigned areas of responsibility; local, state, and federal laws and regulations related to assigned functions.

Skills

- Possess skill in the operation and maintenance of water treatment facilities and equipment.
- Utilize positive and professional communication skills.

Abilities

- Ability to operate equipment in a safe manner.
- Ability to maintain, but not limited to, grade 3 certifications.



- Ability to handle 150-pound chlorine or sulfur dioxide cylinders; must be able to lift/push/pull 50 pounds. There are times you need to be able to maneuver pumps, motors, and other equipment.
- Ability to provide leadership to the department staff.
- Ability to establish and maintain effective working relationships with employees, the public, and others.
- Ability to diagnose and repair malfunctions.
- Ability to supervise the work of assigned employees, contract personnel, and others.
- Ability to communicate with the public, to speak and write clearly.
- Ability to effectively practice conflict management to resolve interpersonal conflict.
- Ability to identify and recommend solutions to problems in a timely manner.

Qualifications

Required Qualifications (Note: Any acceptable combination of education, training, and experience that provides the above knowledge, abilities, and skills may be substituted.)

Required Education and Certifications

- (A) Graduation from high school or GED equivalent and supplemented by two (2) years post-secondary college or technical training in biology, environmental science, chemistry or closely related field and (B) Two (2) years of experience in a wastewater utility or (C) any equivalent combination of education and experience or four (4) years of experience operating a wastewater treatment plant
- Must have a Certification as a Wastewater Treatment Plant Operator at least Grade 3 or higher.
- Must have and maintain a valid Arizona class driver's license.

Physical Demands

- 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 regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand. The employee is occasionally required to walk, talk, or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include



close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Unusual Demands

The worker is required to participate and provide assistance during call-backs, standbys, emergencies, or on-call duty, as necessary.

Subject to work hazards and unpleasant conditions, occasional exposure to inclement weather, and may be required to occasionally work beyond normally scheduled work hours, weekends, and holidays.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The employee will be at times exposed to sewer and sewer gases. The employee will be at times in confined spaces. The noise level in the work environment is usually moderately loud.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Duties, responsibilities and activities may change at any time with or without notice.

This position is a “safety-sensitive” position and will be subject to random drug and alcohol testing.

This position is considered an “Essential” position to the City.



The City of Holbrook is an Equal Opportunity Employer.

Compensation & Benefits

Starting Salary Range: \$52,313 - \$73,290 annually.

- Four-day work week (Monday - Thursday)
- 11 paid holidays annually
- Employee and dependent medical, dental, vision, and life insurance coverage
- Pension and long-term disability through Arizona State Retirement System (ASRS)
- Supplemental benefits available (deferred compensation, additional life insurance)

Application Process

Interested applicants should submit a completed City of Holbrook application <https://drive.google.com/file/d/1P4zqo0MBmxFkyLTaFOITPQbNcwINw4hc/view>

Application packages may be emailed to the Director of Administration/Human Resources, Misty Hatch, at mhatch@holbrookaz.gov. The position is open until filled and may be pulled at any time at the City's discretion.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and job requirements change.