



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

Fax (276) 223-4515

Position: Chief Treatment Plant Operator

Department: Water and Wastewater Department

Reports To: Wastewater Superintendent

Location: Wytheville, VA

FLSA Status: Exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Until Filled

Summary

Performs difficult skilled technical work planning, directing, and scheduling operations, maintenance, and repair of a water and/or wastewater treatment plant, making daily inspections to ensure plant and equipment are in proper working order, and related work as apparent or assigned. Work is performed under the general direction of the Wastewater Superintendent. Continuous supervision is exercised over Treatment Plant Operators.

Work Schedule

- Monday – Friday 7:30 am – 4:30 p.m. and weekends as scheduled
- Occasional on-call and call-outs as necessary

Essential Functions

- Oversees, participates in, and inspects the operation, repair, and maintenance of the water/wastewater treatment plants.
- Prepares and completes DEQ Permit(s), Discharge Monitoring reports, and ensures compliance with VPDES permit requirements.
- Assigns, directs, trains, and inspects the work of assigned staff; makes recommendations regarding rewards and performance evaluations; coaches, counsels, and disciplines staff; develops staff schedules.
- Makes regular inspections of plants and equipment to ensure that it is in proper operation at all times, takes appropriate corrective action when required, records pump and flow readings, and calibrates meters.
- Mixes and prepares reagents for testing; verifies test for reliability; collects samples for testing; performs tests relating to plant operations; prepares and submits samples to outside agencies as required.
- Maintains inventory of and orders chemicals and supplies.
- May be required to work outside normal work hours in on-call and emergency situations.

- Performs general custodial and grounds maintenance work.
- Operates and maintains sludge dewatering equipment.
- Checks pumping stations to ensure proper operation.
- Changes plant processes as necessary to improve plant efficiency.
- Performs a variety of preventive maintenance tasks, including minor electrical and plumbing repairs.
- Oversees and maintains the County Fats, Oil and Grease program, ensuring compliance of permitted users.

Knowledge, Skills, and Abilities

- Thorough knowledge of the operating characteristics and maintenance requirements of a water and/or wastewater treatment plant.
- Thorough knowledge of hydraulic, chemical, and mechanical principles pertinent to water and/or wastewater treatment plant operations.
- Thorough knowledge of the occupational hazards of the work and of the necessary safety precautions.
- Ability to detect flaws in the operation of equipment and to effect proper remedial measures; ability to plan and supervise the work of subordinate personnel.
- Ability to understand and follow oral and written instructions.
- Ability to read meters and charts accurately.
- Skill in the use and care of hand and power tools.
- Mechanical aptitude.
- Ability to keep records and prepare reports.
- Ability to operate a personal computer, including some knowledge of applicable software packages.
- Ability to establish and maintain effective working relationships with associates.

Education and Experience

- High school diploma or GED and considerable experience in water treatment plant operations, including some supervisory experience.
- or
- Equivalent combination of education and experience.

Special Requirements and Job Development

- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license
- Possession of Virginia Class II Wastewater and Waterworks Operator's License upon employment.

Physical Requirements

- This work requires the regular exertion of up to 10 pounds of force.
- Frequent exertion of up to 25 pounds of force.
- Occasional exertion of up to 50 pounds of force.

- Work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting.
- Occasionally requires sitting, tasting or smelling, pushing or pulling and repetitive motions.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work regularly requires exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places and exposure to toxic or caustic chemicals and occasionally requires exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to vibration
- Work is generally in a very quiet location (e.g. park trail, storage or file room).

This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.