

## CITY OF MARCO ISLAND, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CHIEF PLANT OPERATOR**

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### **PURPOSE OF CLASSIFICATION**

Performs a variety of skilled, technical, supervisory, and administrative work in the planning, operation, repair, and maintenance of municipal treatment (drinking water/wastewater) facilities.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Develops and administers annual preventative maintenance programs.

Reviews technical journals and other data and disseminates information to employees.

Prepares or assists in the preparation and control of budgets.

Monitors and files laboratory records/reports, compliance and permitting issues (flow rates, fecal coliform, etc.) and MOR's to ensure they are in compliance with acceptable operating procedures and regulatory requirements.

Prepares weekly, monthly, quarterly, and yearly operational reports.

Develops record keeping systems to meet environmental, operations and regulatory requirements.

Performs periodic and daily visual checks on the operating conditions of the plant, and identifies inconsistencies or problems in operating conditions and effectiveness.

Develops, recommends and implements minor modifications to plant operating systems.

Addresses operating problems and emergencies at any time.

Keeps staff informed of details and changes in regulatory requirements and procedures.

Operates precision measuring instruments, pump stations, lift stations, probe, metal detectors, a personal computer or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Schedules working days/hours of assigned staff. Reviews and approves/denies timesheets and leave requests of assigned staff. Summons operators in to work to cover for other staff that are unable to work their shift.

Communicates plant and personnel problems/issues to supervisor.

Attends required meetings and training.

Counsels assigned staff regarding training and professional development.

Creates and administers the water sampling plan.

Ensures that water treatment plant remains in compliance of state and federal regulations at all times.

Coordinates capital improvements with management and engineering.

Coordinates and oversees maintenance of treatment plant and associated equipment.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or G.E.D.; four year(s) of experience in licensed water and/or wastewater operations with two years of experience in supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain Water and/or Wastewater license to match license requirement of the plant in their charge.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, toxic agents, water hazards, or pathogenic substances.

*The City of Marco Island is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*