



NORTHERN MORAINE W R D

JOB DESCRIPTION

Chief Operator - Treatment

Effective Date: 08.12.2024

FSLA Status: Non-Exempt

Pay Range:

Unit 1 Grade 11; (Effective 05.07.24 is \$36.75-\$43.23-\$49.72)

Nature of Work:

This is a professional, technical position with supervisory responsibility for operational aspects of the District's wastewater treatment facility and related facilities, including collection system and lift stations.

Work involves responsibility for the operation, repair and maintenance of equipment and the monitoring, sampling and control of the District's wastewater treatment facilities, comprised of structures, tanks, mechanical equipment, pumps, pipes, gates, and various wastewater treatment equipment, and also includes a focus on the collection system. Work includes assuring compliance with various permit requirements, supervisory work in planning, coordinating, administering, scheduling and evaluating District work and activities. Technical aspects may include troubleshooting and performing repairs and maintenance on the District's operational systems, determining operational adjustments to assure that the treatment plant operations are optimized as well as coordinating assignments of operating staff for any or all normal operational, laboratory, administrative or other duties. Work also involves plant checks, troubleshooting and repairs of equipment, associated record keeping, compliance report preparation and compliance sampling as needed. Work also includes the adjustment of treatment processes to ensure compliance with applicable water quality standards. Work includes the operation of motorized equipment and the expenditure of heavy physical labor.

Work also includes the procurement of materials, equipment and supplies, scheduling repair and maintenance projects, planning and coordinating work assignments, scheduling crews, material and equipment, and supervising and inspecting work performed at the treatment plant. Work includes managing projects to ensure that work is completed safely, effectively and efficiently and in accordance with standard practices and procedures. Direct supervision is exercised over work crews of two or more employees.

Work is performed under the supervision of the Operations Director or Manager who reviews work through observation and reports for results obtained, including completeness, accuracy and workmanship. The Chief Operator – Treatment may be assigned routine duties as needed by the Operations Director or Manager. The Chief Operator – Treatment is also expected to work in tandem with the Chief Operator – Collections.

Examples of Essential Job Functions:

Plans, programs, coordinate, and supervises all operational aspects of the District's wastewater treatment system under the guidance of the Operations Director.

Performs facility checks, and works with Operations Director, to ensure that proper treatment is being provided, including routine lab analysis of wastewater samples for process control and EPA reports; monitors and adjust chemical feed rates, pumping levels; solids inventories; clarifier sludge blanket levels; aeration systems; flow metering and monitoring equipment; pumping stations and storage tanks; sludge



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thickening and dewatering equipment; maintains and operates SCADA systems; enters data into computer systems for analysis and reporting purposes; ensures compliance with all applicable requirements; ensures security of all District facilities.

Supervises and assists in training and evaluating personnel for treatment system work; assists in managing safety-training programs and communicate safe work standards and practices, performs fieldwork as necessary.

Operates various types of equipment and performs a variety of tasks in the maintenance, operation, repair and construction of the wastewater treatment systems or similar facilities.

Inspects, maintains and monitors all equipment at the District's wastewater facilities; troubleshoots and makes subsequent repairs.

Prepares or assists in the preparation of operational reports.

Maintains inventories of treatment chemicals; orders chemicals and related supplies.

Prepares and files various reports of work accomplished as it relates to the District's treatment system; prepares vendor and procedure lists; maintains equipment parts orderings lists; orders parts; proposes budgetary items.

Performs chemical changes and safely handles dangerous chemicals.

Operates various types of equipment and performs a variety of tasks in the maintenance, operation, repair and construction of the wastewater treatment system.

Operates a wide variety of equipment and vehicles of various classifications as qualified and assigned including dump trucks, tractors, vacuum sewer cleaning machines, saws, mowers, loaders, generators, pumps, backhoes, and other equipment; operates various hand and power tools; performs snow and ice control duties.

Performs various semiskilled building maintenance, repair and construction tasks including painting, plumbing, masonry, electrical and carpentry work related to facility construction, operation and maintenance. Cleans, sweeps, washes and performs maintenance and repairs in the public buildings and wastewater facilities; cleans and conducts preventative checks and maintenance of vehicles and equipment used.

Performs landscaping activities throughout the treatment plant including mowing grass, seeding, fertilizing and sweeping, raking grounds, planting and trimming trees and shrubs, and general gardening; performs landscaping after construction or repairs to restore and replenish topsoil; rakes, grades and seeds the area as needed.

Performs roadway restoration and repair tasks, including mixing and pouring concrete, asphalt repair and replacement, sidewalk and curb repair associated with the treatment plant.

Cleans and makes minor repairs to tools and equipment, including lubricating equipment and sharpening tools.

Ensures that equipment is used safely and in accordance with standard procedures and precautions.



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Performs heavy physical labor loading and unloading trucks and attaching and detaching accessories to equipment such as plows and spreaders.

Assists Chief Operator – Collections with responding to customer calls regarding service problems, back-ups and pump system outages; evaluates and corrects situation, communicates with the public and explains findings to supervisor.

Responds to emergency situations at treatment plant caused by severe weather, electrical services outages or other disruptions; evaluates and corrects situation, communicates with the public and explains findings to supervisor.

Performs compliance-sampling tests; assists others in related departments when necessary.

Maintains availability for emergency call back status.

Provides effective and efficient customer services, promotes, and maintains responsive community relations.

Follows safe work practices.

Other Job Functions

Performs related duties as assigned.

Requirements of Work

Graduation from high school (or GED) including or supplemented by courses in the treatment and maintenance of wastewater plants or related area; experience in work which provides a familiarity with the trades and equipment used in wastewater treatment facilities and operations; or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:

7 years of experience in wastewater operation and 3 years of progressive supervisory experience preferred.

Thorough knowledge of the principals and practices involved in the operation and maintenance of wastewater collection, conveyance, treatment and disposal systems.

Thorough knowledge of general maintenance, construction and labor tools, equipment and practices.

Thorough knowledge of the occupational hazards and safety precautions necessary to the proper execution of assignments.

Ability to recognize operational problems and take corrective action.

Ability to diagnose equipment malfunctions.

Ability to read, interpret, and work from schematics and maintenance manuals.

Ability to maintain work records.





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Ability to understand and follow oral and written instructions.

Ability to learn a broad range of operational skills.

Exceptional communication skills with the ability to convey detailed and complex information in an easily understandable manner orally.

Ability to establish and maintain effective working relationships with others.

Physical strength and agility sufficient to perform relatively heavy manual work.

Skill in the use of a variety of tools and equipment required by the work.

Necessary Special Requirements

Class "B" Commercial driver's license, with tanker and air brake endorsements.

Class 1 Wastewater Treatment Plant Operators License

IDOT Flagger's Certificate

Ability to use respirator and SCBA Equipment.

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, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee will be required to climb ladders, enter and exit confined spaces, such as manholes and perform critical functions such as installing flow meters.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to noisy environments, tight, dusty, sewage, and sludge containing spaces, fumes and vibration.



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