



## San Juan Water District

9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

# Chief Operator

## Position Description

**Status:** FLSA Non-Exempt  
**Supervisor:** Water Treatment Plant Superintendent Manager  
**Effective Date:** March 1, 2009

### **Supervision Received and Exercised**

Receives general direction from the Water Treatment Plant Manager and exercises direct supervision over Water Treatment Plant Operators and Custodial personnel. Is in charge of all operations and maintenance staff in the absence of Water Treatment Plant Superintendent.

### **Primary Function**

To plan, organize, direct and supervise water treatment plant operations. Coordinate with Maintenance Chief, maintenance, repair and to perform a variety of technical tasks relative to assigned area of responsibility.

### **Essential Duties - Duties may include, but are not limited to, the following:**

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation and maintenance of the District's treatment plant; implement policies and procedures.
- Plan, prioritize, direct, supervise and review the work of staff involved in treatment plant operation and maintenance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various water treatment plant activities, and monitor and control related expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise and coordinate water treatment activities, related to a conventional/direct T5 facility, including clarification filtration and solids dewatering, flow rates and chemical treatment methods; monitor and direct treated water storage to meet peak demand most efficiently and to maintain distribution water quality.
- Supervise use of specialized equipment involved in water treatment plant operations; schedule preventive maintenance of water treatment plant.
- Participate in future need planning and implementation.
- Administer and interpret District policies and regulations to subordinates regarding water production and safe work practices; refer to reference materials in the selection of proper use and quantity of chemicals.
- Stay abreast on drinking water guidelines and standards as published by the California Department of Public Health, Environmental Protection Agency, and local authorities; follow

and enforce such guidelines and standards to ensure the production of safe drinking water meets required statutes.

- Monitor laboratory methods procedures and test results; ensure corrective action is taken when test results indicate a quality problem.
- Conduct tours of the water treatment plant and act as District representative for the treatment process and equipment usage.
- Attend special training on current water quality methods and regulations; assist with long range repair and replacement program.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles, practices, and methods of operating and maintaining water treatment, distribution, and storage facilities and equipment.
- Equipment, tools and materials used in the operation and maintenance of a treatment plant.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Regulations relating to water quality and environmental issues.
- Principles and practices of customer service.
- Modern office procedures, methods and computer equipment.

#### *Ability to:*

- Organize, implement and direct treatment plant operation and maintenance activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Proficiently use computers and applicable software.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.

#### *Experience and Education:*

Any combination of training, education, and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical qualifying entrance background is:

**Experience:**

Four years of increasingly responsible experience in water treatment activities, including some lead responsibility equivalent to Water Treatment Plant Operator IV with San Juan Water District.

**Education:**

Equivalent to graduation from high school and four semesters of college equivalent courses in water quality and chemistry.

***License or Certificate:***

Possession of, or ability to obtain and maintain, an appropriate valid California motor vehicle operator's Class B license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a Grade IV Water Treatment Operator's Certificate issued by the State of California Department of Public Health.

**Physical Capabilities:**

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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	50 Percent Indoors, 50 Percent Outdoors			