**WIDEFIELD WATER AND SANITATION DISTRICT**

**Wastewater Lead Operator**

**Job Title:** Wastewater Lead Operator

**Department:** Wastewater

**Reports To:** Wastewater Supervisor

**FLSA Status:** Nonexempt

**Prepared Date:** 9/2024

**Approved By:** Lucas Hale, District Manager

**Salary Grade:** Grade 6/ Salary: $80,969.00 to $111,621

**SUMMARY**

To lead, assign, review, and participate in the work of staff responsible for providing wastewater treatment plant and collection system maintenance and repair services; and to perform a variety of technical tasks relative to assigned area of responsibility; to include all facets of wastewater operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties may be assigned.

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding and responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Plan, prioritize, assign, oversee and review the work of staff responsible for the maintenance and repair activities of the wastewater plant and collection systems including lift stations.
3. Participate with the Wastewater Supervisor to provide and coordinate staff training; motivate and provide input to evaluate staff performance; work with employees to correct deficiencies; develop goals and schedule work assignments.
4. Serve as the backup ORC, acting supervisor or chief plant operator on an interim basis during vacancies, holidays, vacations, or illnesses.
5. Prepare various reports on operations and activities.
6. Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.
7. Oversee the maintenance and repair of electronic instrumentation and electrical control systems utilized in both the collection system and wastewater treatment facility.
8. Prepare specifications for material and equipment purchases; requisition supplies, materials, and equipment.
9. Oversee the maintenance of time, material and equipment use records.
10. Ensure the adherence to District, departmental and safety policies and procedures by personnel; conduct training sessions with employees regarding safety, equipment operations procedures, and related topics.
11. Respond to and resolve difficult and sensitive citizen or staff inquiries and complaints related to assigned area of responsibility and recommend corrective action.
12. Assist in a variety of section operations; perform special projects and assignments as requested.
13. Inspect work sites before, during, and after completion of work assignments; ensure work is completed in a satisfactory and thorough manner.
14. Perform related duties and responsibilities as required.
15. Must be willing to work overtime, holidays, and weekends.
16. Must be on-call for the wastewater treatment facility and collections system.
17. Must respond to and for emergencies.

**ABILITY TO:**

* Establish teamwork and maintain good employee morale.
* Oversee multiple tasks and assignments.
* Lead, organize, and review the work of maintenance personnel.
* Select, oversee, train, and evaluate staff.
* Interpret, explain, and enforce District and departmental policies and procedures.
* Ensure crew compliance with Federal, State and local rules, laws and regulations.
* Maintain accurate records and prepare clear and concise reports.
* Operate and maintain machinery and equipment related to the maintenance, repair and alterations of collection facilities.
* Read and interpret engineering blueprints, specifications and technical manuals.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of work.
* Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:   
  - Walking or standing for extended periods of time   
  - Operating assigned equipment
* Maintain effective audio-visual discrimination and perception needed for:   
  - Making observations   
  - Communicating with others   
  - Reading and writing   
  - Operating assigned equipment and vehicles
* Ability, skill, training, and experience to jet sewer lines, root cut sewer lines, inspect sewer lines, repair and maintain lift stations, inspect sewer line installations, and safely repair damaged sewer lines.
* Ability, skill, training, and experience to operate a wastewater treatment facility to include diagnosing mechanical issues and biological issues. Must be able to train and guide less experienced operators to perform these tasks.
* Utilize computerized maintenance management system, create work orders, review work orders, close work orders, and generate reports pertaining to work orders.
* Video tape sewer lines and review videos to identify and resolve problem areas.
* Develop Standard Operating Procedures for the wastewater treatment and collection system operations.
* Develop traffic control plans to ensure the safety of employees working on the roadways.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities but is expected to perform as acting supervisor or chief plant operator on an interim basis such as during vacancies, holidays, vacations, or illnesses.

**LEADERSHIP**

An individual must possess and execute leadership. First and foremost, the individual must support and follow the District’s vision. Leadership requires leading people by example, making decisions, having confidence, and following through on a decision, taking responsibility for actions, applying feedback, commitment to the District, and commitment to your manager, supervisor, or boss. This individual will display leadership qualities of perseverance, professionalism, work ethic, determination, commitment to your team, and follow through. This individual will support, guide, and train team members and employees. A leader supports and trusts the leadership team.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); Minimum of five years of increasingly responsible experience in the maintenance and repair of a wastewater treatment facility and collection system including some lead or supervisory responsibility. Formal courses or seminars in lead or supervisory responsibilities and functions are preferred. Safety training specific to a wastewater treatment plant and collection system to include confined space entry, lock/out tag out, traffic control, shoring, and personal protective equipment.

**KNOWLEDGE OF:**

* Organizational principles and practices to successfully lead and communicate with management, staff, peers and customers.
* Operations, services and activities of a comprehensive wastewater treatment facility and wastewater collection system maintenance and repair program.
* Procedures, methods, practices, materials and equipment commonly used in a wastewater system maintenance and repair program.
* Occupational hazards and standard safety practices.
* Principles and procedures of record keeping and reporting.
* Basic principles of municipal budget preparation and control.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a Colorado Collection System Operator Class 4 Certification and a Wastewater Class A Certification or the ability to obtain within the first six (6) months of employment. Must possess a valid Colorado driver's license and be insurable by District standards. A CDL Class A license with tanker endorsement is required or one must be obtained within the first year (12) months of employment. Computer experience necessary to include Windows, Excel, and Microsoft Word programs. Must obtain CPR/First Aid certificate within six months of employment.

**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 talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**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.

Most duties in this class are performed under periodically disagreeable working conditions, working outdoors, sometimes in adverse weather including very cold temperatures, exposure to water, mud, dirt and grease; some positions may require more frequent exposure to disagreeable conditions including fumes, chemicals, infectious waste, equipment noise and vibration, heat, cold, and dampness.   
Incumbents are required to take stand-by duties that include being on call after hours and responding to emergency problems at any hour as needed.

**CAREER PATH**

The career path refers to the various positions an employee can move to as he/she grows within the District. The employee may move vertically most of the time but also move laterally or cross functionally to a different type of job role. Having a clear idea about future positions and job responsibilities, the employee and the District can work to identify areas where relevant training is required for the employee to build the competencies to fulfil future job requirements.