

CITY OF LOCK HAVEN, PENNSYLVANIA

JOB TITLE: Chief Plant Operator
WORK SITE: Department of Public Works: WWTP (20 S. Hanna Street)
WORK HOURS: (8 Hrs/Day) (40 Hrs/Wk) Monday - Friday
SALARY/BENEFITS: \$50,648 per year (\$24.35 per hour) (administrative exempt)

HEALTH	DENTAL	OTHER
HIGHMARK BC/BS	UNITED CONCORDIA	
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual	Individual	Prescriptions: \$0-\$50 (30-day supply)
\$87.34/month	\$2.04/month	
Family \$204.80/month	Family \$5.52/ month	

SUPERVISOR: Plant Superintendent who reports to the Public Works Director

JOB SUMMARY: Under general direction of the Sewer Superintendent/Public Works Director, supervises, assigns, reviews, and participates in the work of staff responsible for the performing a variety of tasks associated with the planning and operation of the City’s wastewater treatment, wastewater quality and related technical processes; oversees and participates in the operation of the City of Lock Haven’s Wastewater Treatment Plant. Assists in developing and operating on-going programs in wastewater treatment evaluation and plant optimization; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

ESSENTIAL JOB FUNCTION: *NOTE* The duties and responsibilities listed below are intended to provide a representation of various tasks performed and may not include all duties required of the job.

- Assign, evaluate and supervise the work of the Wastewater Treatment Plant operators who are responsible for performing a variety of tasks associated with the operation of the City’s wastewater treatment plant.
- Ensure and maintain compliance with all state and federal regulatory permits and standards including NPDES discharge permits
- Prepares all required reports for submission to state and federal regulatory agencies
- Prepares and routinely updates Standard Operating Procedures (SOPs) for operational staff.
- Develops and implements goals and objectives, evaluate organizational procedures and work standards; provides technical assistance to staff; prepares staffing, material, and equipment estimates for projected activities, and implements changes.
- Prepares, reviews, and maintains a wide variety of computerized and written reports, periodic progress reports, maintenance requests, requisitions, and accident reports.
- Prepares detailed budget requests for wastewater treatment activities. Monitors and helps prepare annual budgets.
- Participates in long-term planning to assess future needs; research new operation methods, techniques, and equipment and makes recommendations.
- Ensures work activities are carried out in a safe and efficient manner.

- Requisitions and maintains an adequate inventory of necessary tools, materials, equipment, and supplies.
- Reviews or prepares plans and specifications for contract work; inspects work performed to ensure compliance to standards.
- Prepares, reviews, and updates computerized and written maintenance instructions and schedules.
- Coordinates section activities daily with other sections, departments, outside agencies and contractors.
- May act as the Sewer Superintendent in their absence. (NOTE! In the absence of the Sewer Superintendent, Chief Plant Operator may be required to submit monthly DEP Discharge Monitoring Reports that include signature of a sworn statement that the report data is true and correct, subject to penalties and criminal-civil action.)
- Consult with City Engineer or City consulting engineer on process treatment optimization and wastewater treatment plant operations.
- Perform ongoing continuing education for wastewater-related topics as it pertains to plant processes, system management and operations, health and safety, employee relations, etc.
- Maintain annual PADEP wastewater licensing credentials including required number of training and continuing education units.
- Provide direct oversight and responsibility for the City industrial wastewater pretreatment program including the necessary coordination and communication with existing and future industrial users
- Perform the necessary sampling, testing, inspections, data collection and reporting oversight required under the USEPA-approved City Industrial Wastewater Pretreatment Program and Industrial Wastewater Permits issued to industrial users
- Oversee preparation of annual USEPA and PADEP Industrial Wastewater reports
- Perform the necessary sampling, testing, data collection and report preparation required for the annual Chapter 94 Wasteload Management Report
- Provide necessary data, sampling and testing needed for renewal of plant NPDES permit
- Provide the necessary coordination and communication with satellite municipal sewer systems operating under City intermunicipal service agreements
- Assess and process requests for new connections to the sewer system relative to wastewater flow and quality

QUALIFICATIONS/REQUIREMENTS:

- Must possess and maintain a valid Class A Operator's License and the appropriate subclasses for wastewater treatment through the Pennsylvania Department of Environmental Protection
- Must possess a valid Pennsylvania Driver's License
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or to respond to emergency situations in off-hours as required.
- Knowledge of local, state and federal laws, regulations and standards pertaining to wastewater treatment systems
- Knowledge of appropriate safety policies and procedures

- Knowledge of principles, practices and equipment involved in system of wastewater treatment

PHYSICAL PERFORMING ELEMENTS:

- Lifting and carrying 50-100 pounds
- Frequent bending, kneeling, and reaching
- Standing for extended periods of time
- Sitting for extended periods of time

MENTAL PERFORMING ELEMENTS:

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Basic mathematic operations

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.
- While performing the duties of this job, the employee regularly works in unheated inside and outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock, and will be required to work in below ground vaults, chambers, and manholes. The noise level in the work environment is usually loud.
- This position requires the employee to be exposed on a regular basis to raw sewage and industrial wastes carried by the municipal sewer system.
- The noise level in the work environment is usually loud.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person hired for this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.