



## **JOB DESCRIPTION**

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### **Chief Operator, Wastewater (Kendall/Comal Counties)**

**FLSA STATUS:** Non-Exempt

**GRADE:** 8

**REPORTS TO:** Division Manager, Kendall & Comal Counties

**DIVISION:** Western Canyon

**WORK LOCATION:** Western Canyon WTP, S. Cranes Mill Rd., Canyon Lake, Texas 78132

**EFFECTIVE DATE:** 08/2018

#### **SUMMARY**

The Chief Operator is the supervisor responsible for the treatment of wastewater, to meet or exceed the requirements of state and federal regulatory agencies, for all wastewater treatment plants in the Western Canyon Division including, Cordillera Ranch, Johnson Ranch, 4S Ranch, Park Village, Singing Hills, and others. The Chief Operator is responsible for the supervision of three or more Operators. With the support of management and technical personnel within GBRA, the Chief Operator is expected to meet all the challenges of providing excellent, cost effective service to our customers in this rapidly growing area of Comal and Kendall Counties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervising the plant processes, personnel, and equipment to insure proper function and performance so that treated wastewater of the required quality is produced.
- Directing all employees in the performance of their duties to include providing a work plan, delegating responsibilities commensurate with the employee's skill level, training, licensing, and ability as well as approving shift changes.
- Assist Division Manager with hiring, discipline and performance evaluation.
- Coordination with personnel for orderly and systematic performance of preventive and repair maintenance.
- Directly supervising the operators' maintenance to the plants, buildings, and grounds.
- Providing adequate training for personnel to include: Scheduling schools as detailed in work plan. Conducting training sessions as necessary. Evaluating future training needs.
- Providing a safety program as outlined in the GBRA safety policies. Enforcing the "GBRA Safety Manual" and division safety practices. Hold safety meetings at least monthly.
- Insuring each system is operated in compliance with the various federal, state, and local regulations and agreements.
- Insuring all required reports are completed accurately and submitted through the Division Manager in a timely manner.
- Ordering all necessary materials and equipment for plant operations and maintenance as directed by the Division Manager.

- Confirming receipt of all equipment and supplies delivered to the plants.
- Processing and handling of purchase orders and stock orders to be submitted through the Division Manager.
- Maintain the security of the Plant. Immediately investigating and reporting the presence of suspicious individuals or activities on treatment plant properties.
- Assisting in annual budget preparation.
- Maintaining a good public image through the operation, appearance and public display of the plant and through the courteous treatment of visitors. Handling customer complaints in an efficient and courteous manner.
- Ability to participate in public meetings or meetings with customers, clients and stakeholders.
- Performing other duties as assigned.

### **KNOWLEDGE/SKILLS/ABILITIES**

- Read and understand highly technical information in small print (such as Safety Data Sheets, facilities construction, as-built and record drawings, etc.).
- Keeping abreast with the state of the art treatment procedures through attendance of seminars and technical schools, review of publications, and dialogue with service representatives.
- Immediately reporting to the Division Manager all problems and/or situations which impair the operation of the plants
- Excellent communication and relationship building skills with an ability to prioritize and work with a variety of internal and external stakeholders.
- Respond to emergencies at any time with minimum delay.
- Know and apply accepted safety procedures and policies, and use personal protective equipment, as required.
- Communicate clearly and concisely, both orally and in writing.
- Employ sound judgment; think coherently and logically; employ deductive and inductive reasoning.
- Ability to read, understand and explain technical data such as MSDS, instructions, labels, etc.
- Possess skills necessary to calculate formulas required for proper operation of wastewater treatment plants and collection systems.
- Operate motor vehicles of various sizes.
- Operate industrial tractors.
- Read analog and digital indicators.
- Read, analyze, and interpret complex scientific and financial studies and reports.
- Proficiency with Microsoft Office tools required (Word, Outlook, Excel)

### **EDUCATION/CERTIFICATIONS**

Education:

High School Diploma or G.E.D equivalency is required. College level courses or a degree in biology, chemistry, or environmental sciences are desirable.

#### Registrations and Licenses:

1. Texas Driver's License
2. Acceptable M.V.R.
3. TCEQ Class "B" Wastewater Operator license required; TCEQ Class "A" Wastewater Operator preferred.

Current valid driver's license and ability to remain insurable under GBRA's vehicle liability policy.

#### **EXPERIENCE & SPECIAL REQUIREMENTS**

Must live within 45 minute drive time of the Western Canyon Water Treatment plant. Must be able to work 12 continuous hours. Must be very familiar with wastewater treatment processes and equipment. Must be proficient with wastewater laboratory testing procedures and equipment typically used at small to medium capacity wastewater treatment plants. Must be familiar with wastewater collection and transmission systems and equipment. Must have a basic understanding of the use of Supervisory Control Data Acquisition (SCADA) and automated alert systems. At least one 1 year supervisory experience in the water/wastewater profession. Must have good communications skills including the ability to present water and wastewater information on levels acceptable for general and technical audiences. Must be able to work in a team environment.

Ability to exercise sound judgment, attention to detail and vigilance.

#### **MANAGERIAL RESPONSIBILITIES**

Yes

#### **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.

Wear personal protection equipment as outlined in the employee Safety Manual such as half-mask respirator. Enter and work in confined spaces, as defined by OSHA. Perform basic first aid and CPR. Perform intricate tasks that require steady hands (such as weighing, using tongs, using titrating burettes). Accurately interpret true color (such as chemical titration, colorimetric determination, and indicator lamps). Employees must wear protective footwear in compliance with ANSI or ASTM standard. New employees must provide protective footwear in compliance with ANSI or ASTM standard. Climb up and down vertical ladders up to twenty (20) feet. Carry loads of up to 25 lbs. for several hours in a day. Be able to lift 50 pounds chest high. Operate valve handles above the head. Must be able to respond to visual/audible alarms, work kneeling and walk several miles in a day.

**WORK ENVIRONMENT**

Approximately 70 percent outdoors. Works with municipal water, wastewater and associated sludges which may contain disease-causing organisms and with the chemicals used in the treatment of water and wastewater. Personal transportation is required to normal work site at which point employee will use vehicles provided by GBRA to perform duties.

**TRAVEL**

Overnight travel mainly limited to meetings and / or training.

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**ACKNOWLEDGEMENTS**

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Employee Signature

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Date

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Executive Manager Signature

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Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, education/experience/skills requirement of the position at any time.