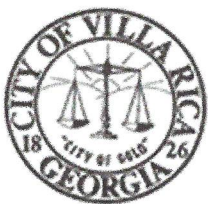


Lead Operator - Wastewater

Job Summary: This position is a lead position that is responsible for overseeing Wastewater Operators in the operation and maintenance of equipment in wastewater treatment plants. Work involves the operation of treatment facilities and equipment to ensure compliance with permit requirements and state and federal laws. This position is also responsible for preventative maintenance of plant equipment. Incumbents in this classification are fully qualified plant operators responsible for the efficient operation of wastewater treatment equipment on an assigned shift.

Major Duties:

- Supervises the activities of subordinates in the operation and maintenance of equipment in water and wastewater treatment plants; assigns and schedules work tasks; checks and reviews work in progress; ensures that appropriate safety standards are followed;
- Operates treatment equipment such as pumps, control panels, chlorinators, fluoridators, chemical feeders, filters, electric motors, spectrophotometers, turbidimeters, and conductivity meters in the performance of duties;
- Repairs, cleans and maintains treatment equipment;
- Replaces chlorine cylinders; regulates the flow of chlorine;
- Reads meters, gauges, and dials; prepares and maintains logs of readings; adjusts valves and controls to maintain appropriate treatment process, adds or adjusts addition of chemicals to treatment process as necessary;
- Collects samples, performs standard physical and chemical tests on water/wastewater samples; analyzes quality of water/wastewater; prepares appropriate forms; prepares and maintains accurate records and reports of test results;
- Inspects plant charts on level gauges and flow meters; prepares and maintains logs of plant operations;
- Maintains plant grounds; performs housekeeping duties; performs plant maintenance duties; reports needs for equipment repair; repairs equipment and performs preventive maintenance on equipment;
- Assists in training new plant operators;
- Operates and maintains the City's well system or lift stations;
- Cleans weirs, tanks, bar screen and drying bed; cleans, paints and performs minor repairs to the general physical properties of the plant;
- Attends and participates in seminars and classes pertaining to occupation;
- Responds to and participates in emergency calls;
- May operate City vehicles in the performance of duties or to attend training programs;
- Assists in working on special projects;
- Performs other related duties as assigned.



Lead Operator - Wastewater

Knowledge Required by the Position:

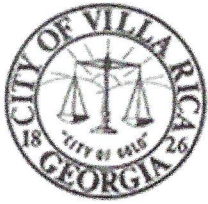
- Knowledge of modern city water/wastewater treatment systems principles and practices;
- Knowledge of the operating procedures of a water/wastewater treatment plant;
- Knowledge of repairing and maintaining mechanical equipment;
- Knowledge of occupational hazards and safety precautions necessary for the safe operation of water/wastewater treatment equipment;
- Knowledge of chemical application in the water/wastewater treatment process;
- Knowledge of basic arithmetic;
- Skill in repairing and testing meters and gauges;
- Ability to detect flaws in the operation of plant equipment and to determine proper measures;
- Ability to prepare and maintain accurate records and reports;
- Ability to understand and follow established safety rules and departmental policies and procedures;
- Ability to understand and follow oral and written instructions;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to establish and maintain effective working relationships with City employees and the general public;
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner;
- Ability to respond seven days a week, 24 hours a day to system emergencies as needed.

Supervisory Controls: Work is performed under the general supervision of the Wastewater Plant Manager.

Guidelines: Guidelines include Federal and State laws, rules, regulations, policies and procedures pertaining to water/wastewater treatment.

Physical Demands: The work requires intermittent periods of sitting, standing and walking. When collecting samples, operating/repairing equipment and changing chemical systems, the incumbent is required to climb stairs and ladders, reach over equipment to make adjustments, turn large valves, climb into confined areas, lift objects weighing over 50 pounds and use tools requiring a high degree of dexterity. The incumbent must be able to distinguish between shades of color when performing laboratory analysis. The incumbent must be able to bend, squat, twist, crawl, and/or climb on a daily basis.

Work Environment: Water/Wastewater plant environment; some exposure to dust and noise; some heavy lifting, standing, walking and climbing; may work at heights; work in inclement weather conditions; may work in confined spaces.



Lead Operator - Wastewater

Supervisory and Management Responsibility: Lead Plant Operator position oversees the work and provides direction to plant operators.

Minimum Qualifications:

High school diploma or equivalent; four (4) years of experience or training in the field of wastewater treatment plant operation or water chemistry preferred; must be certified as Class I or II Wastewater Operator.

Minimum Salary: Commensurate with Experience

Applications will be accepted until 5:00 PM Friday, March 27, 2015.

To apply send applications to:

Stephanie Rooks
Human Resources Manager
City of Villa Rica
571 West Bankhead Highway
Villa Rica, Georgia 30180

Applications can be found at the City Website <http://villarica.org/departments/human-resources/> or at City Hall. Please complete Application and Voluntary Self Identification form.