



Operations Team Leader

Water System

WS/38

Paygrade 18
FLSA Non Exempt

JOB SUMMARY

The purpose of this position is to ensure the proper operation of the Richland Creek water treatment plant and reservoir. This is accomplished by monitoring plant operations, performing a variety of maintenance tasks, meeting County, State and Federal permit and drinking water requirements, operating, maintaining, and adjusting equipment, and keeping records. Other duties include providing a safe working environment, performing safety training, supervising subordinate operations, and completing special projects.

MAJOR DUTIES

- Performs a leader role in operations of the water plant and reservoir by monitoring operational parameters and ensuring that regulatory requirements are achieved by the operating staff. Assists in training operators on the plants standard and emergency operating procedures; safety, and the technical requirements of plant and reservoir operations.
- Manages assets through the use of the computerized maintenance management system. Ensures that trouble reports issued by operators are correct and complete. Assists in the development of a routine maintenance schedule for operators to address plant needs while on shift.
- Schedules the operating staff including relief operators job assignments on a weekly basis ensuring that the operations labor is scheduled consistent with Departmental policy.
- Oversees facility operations ensuring cleaning work areas; removing chemical spills; and identifying and correcting safety concerns in the plant.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of water treatment processes and the equipment used in these facilities.
- Knowledge of reservoir operations.
- Knowledge of public health aspects of water treatment operation and maintenance.
- Knowledge of shift scheduling and departmental personnel policies related to shift workers.

- Knowledge of safety management and safety programs applicable to the plant environment including lock out/tag out, confined space, ladder safety, respirator and emergency evacuation training, etc.
- Skill in training for operations and maintenance staff.
- Skill in interpersonal relations.
- Skill in maintaining records and preparing reports.
- Skill in problem solving.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Plant Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the plant permit relevant state and federal laws, industrial safety standards, and county and department policies and procedures. The Team Leader will seek advice on interpretation of these guidelines from the Plant Supervisor.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied training and technical duties. Time constraints and assisting staff on complex operations logistics and troubleshooting contribute to the complexity of the positions.
- The purpose of this position is to ensure that the staff is able to operate the facility consistently in a safe and effective manner. Successful performance contributes to well-trained and prepared staff.

CONTACTS

- Contacts are typically with co-workers, other county employees, State or Federal regulators and vendors.
- Contacts are typically to give or exchange technical or business information, motivate and train persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee uses tools or equipment requiring a high degree of dexterity and distinguishes between shades of color.
- The work is typically performed in a combination of environments including within the treatment

areas of the plant, outside, and in an office.

- The work will require the use of appropriate personal protective equipment related to plant operation and maintenance.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has guidance, scheduling and quality assurance responsibilities over the operations staff at the plant but does not have management responsibilities. This position may contribute information to employee performance appraisals.

MINIMUM QUALIFICATIONS

- Work requires knowledge of a specific vocational or technical nature which may be obtained with a two-year associate's degree, diploma or equivalent from a college, technical, or vocational school. Years of experience may substitute for education.
- Five or more years of related experience as water or wastewater operator.
- Valid GA Class C Driver's License.
- Possession of or ability to readily obtain a Class 1 Water Operators License in the State of Georgia.