

**CLASS TITLE: TREATMENT PLANT SHIFT LEAD**

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for leading the operation, maintenance and repair of a water or wastewater treatment plant and other related assigned duties.

**ESSENTIAL TASKS:**

- Leads plant operators in the treatment of raw water or wastewater to ensure the production of safe, aesthetically appealing water at sufficient supply and meet the demands of Tulsa and surrounding areas or environmentally safe wastewater and biosolids to protect public health
- Leads personnel in the operation of stationary mechanical and electrical equipment, including pumps, chemical feeders, valves compressors, conveyors, clarifiers, control panels, emergency generators, digester heat exchangers, electrical switch gears and computers
- Leads the monitoring and operating of all plant equipment, ensuring accurate equipment calibration
- Leads operators setting water, wastewater, sludge and other process pumping rates to meet demands
- Ensures proper staffing on assigned shift
- Leads employee safety and general training programs for assigned shift, creating written procedures
- Monitors and inspects housekeeping and ground maintenance activities for a shift of operators, temporary and contract employees, ensuring quality of work
- Leads the loading and unloading of hazardous chemicals, and monitors chemical supplies
- Prepares corrective maintenance work orders and leads preventative maintenance work performed by operators
- Reviews all plant data generated, leads unusual result investigation, analyzes findings, determines problem and initiates corrective actions/procedures
- Shuts down plant operations if water or wastewater quality in question, leading shut-down/start-up operations, ensuring drinking water standards and complying with health and safety requirements or to protect biological processes at wastewater plants
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in math, science and/or computers and four (4) years of experience in the operation, maintenance and repair of a treatment facility; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Employee will be eligible for a one step pay increase upon completion of the relevant Class "A" Water/Wastewater Operator License as issued from the Department of Environmental Quality (DEQ) and one year employment in the position. Employee will be eligible for an additional one step increase upon completion of the relevant Class "B" Water/Wastewater Laboratory License as issued from the Department of Environmental Quality (DEQ) and one year of employment in the position.

Knowledge, Abilities, and Skills: Comprehensive knowledge of the processes, techniques and methods involved in water or wastewater treatment; comprehensive knowledge of the chemicals used in water or wastewater treatment; comprehensive knowledge and understanding of the functions and operating principles of mechanical equipment such as filters, pumps, motors, mixers and other equipment used in a water or wastewater treatment plant; comprehensive knowledge of computer operating systems, related software applications and the SCADA system used to control treatment plant operations; and good knowledge of lead practices and techniques. Ability to lead and train shift workers; ability to give clear and concise verbal instructions and prepare written instructions; ability to analyze and diagnose problems and react promptly and efficiently to resolve problem in emergency situations; ability to analyze data and

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prepare statistical reports; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 60 pounds; occasional carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; frequent balancing, bending, handling, feeling, climbing, talking, smelling and twisting; occasional reaching, kneeling and crawling; and vision, speech and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; obtain a Class "B" Commercial Driver's License (CDL) within ninety (90) days of hire date in the wastewater area only; possession of a Class "B" Water/Wastewater Operator's License as issued from the Department of Environmental Quality (DEQ) in both water and wastewater areas; possession of a Class "C" Water/Wastewater Laboratory License as issued from the Department of Environmental Quality (DEQ) within one (1) year of hire.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors, occasionally indoors and in inclement weather in a posted homeland security facility, 24hr/7days/week/365/year schedule. May be exposed to the following: hazardous chemicals, high voltage electrical equipment, heights, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, rough terrains, cutting/chipping/grinding, hazardous/toxic atmosphere, sewage, damp/wet surfaces, snow/ice covered surfaces, snake and insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noises, oily surfaces and refuse/garbage/litter.

**Class Code: 7502**

**EEO Code: N-07**

**Pay Grade: AT-32**

**Group: Labor and Trades**

**Series: Equipment and Plant Operations**

**Effective date: October 30, 2017**