

WASTEWATER LEAD OPERATOR / CITY INSPECTOR
CITY OF SOLVANG
JOB DESCRIPTION

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

DEFINITION

Under the direction of the Wastewater Supervisor, organize and implement the City's wastewater source control program. In the absence of the Wastewater Supervisor, coordinate the work of employees engaging in the operation of the wastewater treatment plant, joint conveyance facilities, and wastewater system maintenance; and to perform the more complex and difficult duties assigned to the work unit.

LICENSE REQUIREMENTS

Possession of a valid California driver's license. Possession of a valid Grade II or higher Wastewater Treatment Plant Operator certificate issued from the California SWRCB. Possession of a valid Grade I or higher Environmental Compliance Inspector issued from the CWEA is desirable.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Enforce the City's Title 9 Sewer Code.
- Perform source control inspections for grease traps and water softeners throughout the City's commercial area.
- Inspect businesses for Title 9 compliance.
- Issue Notification Forms to businesses that are out of compliance.
- Perform follow-up inspections.
- Maintain source control records on all businesses within Solvang
- Respond, inspect, and locate sewer lines for Underground Service Alerts (USA).
- Respond, inspect, and investigate odor complaints.
- Respond, investigate, document any sewer spills within the City, complete reports and notify all appropriate agencies.
- Inspect Storm Drain Collection system.
- Maintain Storm Drain system maps, cleaning and inspection records.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Participate in the full range of wastewater treatment operations, maintenance, and repair duties including performing the most difficult duties assigned to the work unit.
- Inspect the work of staff while in progress; provide advice and assistance.
- Maintain time, material and equipment use records; requisition supplies and materials.
- Prepare data and information for State wastewater / storm water discharge reports.

ESSENTIAL FUNCTIONS

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Knowledge of source control inspections, equipment, techniques, and BMP's.
- Knowledge of Storm Drain system operation, equipment, mapping, other aspects.
- Knowledge of modern wastewater treatment principals, practices, methods and procedures.
- Knowledge of materials and equipment used in a full range of wastewater treatment operations, maintenance, and repair activities.
- Knowledge of methods and precautions in storing and handling a variety of chemicals.

WWTP Lead Operator/City Inspector Cont'd

- Knowledge of functions and purposes of wastewater treatment systems.
- Principles of personnel training.
- Safe work practices.
- Ability to operate and maintain a variety of wastewater plant equipment.
- Perform and interpret standardized process control tests and adjust plant equipment and process appropriately.
- Maintain records and prepare reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Carry a pager and/or cell phone as provided by the City, while on standby duty, which is a 7-day, 24 hour rotating sewer department scheduled shift.
- Ability to respond to emergency calls within 30 minutes of notification

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Strength: Heavy-exert force of 50-100 pounds occasionally; 25-50 pounds frequently; or up to 25 pounds constantly to lift, carry, push pull or move objects; Constant handling, gripping, grasping; Frequent walking, extension of the neck upward, downward and side to side; Occasional standing, sitting, bending, stooping, crouching, crawling, kneeling, pushing, pulling, twisting at the waist, fingering, typing, climbing stairs, ladders; On rare occasions, climbs scaffolding.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.

Hearing: Effectively hear/comprehend oral instructions and communication.

ENVIRONMENTAL CONDITIONS

Work with businesses, business owners and managers, and contractors. Work in wastewater collection system, and wastewater treatment plant environments; some exposure to water, chemicals, hazardous materials, and noise; May work at heights, in confined spaces, and in inclement weather conditions.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be:

Two years of increasingly responsible experience performing wastewater treatment plant operations, construction and maintenance work in the assigned area of responsibility, equivalent to completion of the twelfth grade, with some special course work in wastewater operations. Source control inspection, equipment, environmental compliance experience desirable.

This is to acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature

Date

City Council Approval: Date or N/A

Meet & Confer Approval: 04/12/2010