

**MAJOR FUNCTION**

This is skilled work in the operations and monitoring of a wastewater plant on an assigned shift. The incumbent monitors the plant using Supervisory Control and Data Acquisition (SCADA) during shifts and assists operations and maintenance staff with SCADA controls. Serves as an information resource to various work groups, generating reports, creating work requests and work orders. Work requires the use and exercise of independent judgment and is performed under the general supervision of the Operations Supervisor-Water Reclamation Facility and is reviewed through conferences and evaluation of plant operating reports.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Monitors the work of wastewater operators and others assigned to a shift in the operation of treatment process control, chlorination facilities, chemical feed equipment, heat exchangers, thickeners, dryers, and anaerobic digesters, dewatering equipment, sand filters, pumps, motors, and other plant equipment. In the absence of the shift supervisor, validates that employees are taking readings as required and doing their assigned jobs. Makes periodic inspections of equipment through SCADA to see that it is functioning properly and monitors the status of safety alarms. Issues clearances on all equipment that is out for repair; coordinates Lock Out Tag Out activities. Assists shift personnel in SCADA related training documentation. Monitors the plant security cameras and is in full control of the plant entrance security gate. Acts as the Wastewater Plant Shift Supervisor during his/her absence. Performs related work as required.

**Other Important Duties**

Assist operators with shift reports and exchange of information between shifts. Monitors and adjusts chemical applications and dosing rates to optimize use and reduce cost. Processes requests for supplies not routinely handled through inventory. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the procedures and techniques essential to the operation of an advanced wastewater treatment plant process and its chemical handling. Knowledge of the operating principles, running adjustments and capabilities of all plant machinery and equipment. Thorough knowledge of the treatment and testing of wastewater. Thorough knowledge of the hazards and safety precautions of the work. Ability to read and interpret measuring and testing devices connected with plant operation. Ability to keep proper log records and readings. Ability to analyze the proper operation of equipment to detect flaws or defects and to take appropriate steps to correct defective equipment and to take appropriate steps to repair or replace the equipment or correct hazardous working conditions. Skill in the use of Microsoft Office products, Computerized Maintenance Management Systems, Asset Management Program and Hach Water Information Management Solutions database monitoring and reporting. Skill in the operation of advanced wastewater treatment plant process and chemical handling.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and six years of experience that includes wastewater treatment plant operations and maintenance, or an equivalent combination of education and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Must possess a Class A Florida Wastewater Plant Operator's Certificate at the time of appointment or acquire same within six months of appointment.

Established: 06-02-16