



JOB TITLE:	Wastewater Lead Operator	FLSA: Non-Exempt
DEPARTMENT:	Public Works & Utilities	DATE: January 2025
REPORTS TO:	Utilities Operations Manager	PAY GRADE: G08

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

SUMMARY OF JOB PURPOSE:

This position is responsible for planning and coordinating activities of Plant Operators in charge of the operations and maintenance of wastewater treatment, processing, disposal and testing equipment in the wastewater treatment facilities. The position reports to the Utilities Operations Manager and is ultimately accountable for ensuring water quality and meeting permit and operational requirements as a part of public health and environment protection.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and reviews process data to ensure operation of treatment facilities meets state, and federal discharge permit requirements in addition to evaluating efficiencies and special project results.
- Prepares and submits Discharge Monitoring Reports to ADEM.
- Coordinates sampling events with operations, laboratory and compliance staff; makes process changes as required based on data.
- Performs plan reviews of upcoming projects to ensure compliance with requirements.
- Takes samples of wastewater, scum, grit, sludge and other materials and completes chain of custody information for samples being delivered to the main laboratory.
- Inspects plant equipment, reports and records any failures or operating difficulties; initiates work orders and requests repairs; ensures work orders are accurate and complete.
- Responsible for Industrial customer discharge inspections and maintaining records of them.
- Monitors technological developments/advancements in the wastewater industry, evaluates their impact on operations and processes, and recommends improved work procedures and equipment acquisition.

- Responds to emergency callouts and fields SCADA call outs as required and must reside within a 30-minute response time to the wastewater treatment facility.
- Reviews local, state and federal regulations to ensure that required standards are being adhered to.
- Orders parts and supplies necessary for operations in accordance with Town of Loxley purchasing policies and procedures.
- Logs information regarding plant operation including test results from process lab, maintenance work performed and unusual operating conditions.
- Troubleshoots problems and provides technical assistance to staff and other agencies in solving issues and problems.
- Prepares a variety of reports, correspondence and other written materials.
- Provides advice and answers questions in relation to activities for regulatory agencies, contractors, customers and town staff.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the Town of Loxley with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Principles and practices of operation and maintenance of wastewater treatment plants including ponds, primary, secondary & tertiary treatment, pump stations, odor control & treatment and sludge handling processes.
- Principles and practices of physical, biological, and chemical characteristics of wastewater treatment and collection.
- Principles and practices of microbiological and bacteriological analyses, sampling and chain of custody.
- Federal, state and local requirements and regulations pertaining to wastewater treatment.
- Methods and precautions in storing and handling hazardous chemicals.
- Computer applications related to the wastewater treatment, pumping and diagnostics, including SCADA.
- Record keeping principles and practices.
- Principles and practices of plan review.
- Safety principles, practices and equipment related to safely performing the work.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Supervisory position requires a high level of commitment during working and off hours due to the continuous nature of processes that are involved. Position requires odd hours, standby duty, and work during off days if emergencies and as needed. Position is 65% field

time and 35% office. Lifting demands could be 50 pounds +/- for a short duration. Walking, jumping and balance are required.

Environments that will be encountered are:

- Wastewater including but not limited to feces, urine, grease, oil and sludge.
- Noxious odors are normal.
- Insects including but not limited to roaches, midges, flies and worms.
- Enclosed spaces including but not limited to manholes, clear wells and lift stations.
- Office environment.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Three years technical experience in the operation of wastewater plants.
- Possession of an Alabama Certified Operator Grade II Wastewater certification.
- May be required to complete other certification levels as required by the plant's permits.
- If 21 years of age or older, applicant must obtain a valid Commercial Driver's License (CDL) within 1 year after the date of hiring. If less than 21 years of age, applicant must have a valid driver's license and, within 1 year after becoming 21 years of age, applicant must obtain a valid CDL.