



Title: Lead Utility Plant Operator

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to perform journey level duties in the operation, maintenance, control and repair of large treatment plants, and to provide technical guidance and act as a lead to Plant Operators. This is accomplished by performing a wide variety of advanced and specialized duties, providing technical guidance, assigning and monitoring work, and assisting staff with complicated and difficult assignments. Other duties may include completing related tasks as assigned. Shift work, weekends, holidays, standby duty, and call-back duty may be required.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Provides technical advice to utility plant operators, including monitoring and inspecting work at multiple plant and off-site locations, handling the day-to-day scheduling of employee work coverage. Informs supervisors of project performance and provides general input on employee's performance. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.
2	M	Leads, plans, and schedules plant maintenance projects essential to plant operations and related sites outside the boundaries of the facility. These include recharge sites, reuse sites and pumping stations; ensures that adequate preventative maintenance is performed in accordance with Best Management Practices.
3	L	Reviews, analyzes, and provides lead direction on laboratory analysis for process control, plant operations, SCADA adjustments, and reports.
4	L	Provides training to assigned personnel in process control, equipment, computer systems, lab analyses, and safety.
5	L	Ensures that maintenance activity and costing is entered accurately into Computer Maintenance Management System.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements

Experience	4-6 years experience. Considerable previous experience required in the same or similar previous positions. The job requires an expert or journey level of knowledge of common and uncommon techniques, concepts, methods, practices, procedures, use of forms, routines, etc., of an extremely complex nature.
Education	Two year college program or equivalent combinations resulting in accumulation of similar knowledge or skills.
Technical Skill	Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	The job requires some accountability for scheduling, assigning or coordinating work. Employees check the quality of work and provide guidance to others. Although the job does not require formal or official supervisory responsibility the incumbent serves as a lead or acts in a lead role. In addition, the employee may be expected to provide information or suggestions on others' performance.
Accountability	Decision/action situations have a major impact on the organization in terms of costs, delays or attainment of organizational goals. Errors are often irreversible resulting in financial or public image losses extending over long periods.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsible for personal performance as a source of serious safety risk. Work involves the use of hazardous tools, equipment and/or materials OR ensuring organizational compliance with rules, procedures and legislation for safe operation of facility, safety and development of safe work procedures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Certification & Other Requirements	Valid Arizona Class "D" Drivers License. One (1) ADEQ grade 4 certificate upon hire in appropriate field.
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OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “L”-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, communicating with co-workers
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Walking	F	To other departments/offices, around work site
Lifting	R	Supplies, files
Carrying	R	Supplies, files
Sitting	O	Desk work, meetings, driving
Reaching	O	For supplies, for files
Handling	O	Paperwork
Pushing/Pulling	O	File drawers, tables and chairs
Climbing	R	Stairs, step stools
Vision	F	Reading, computer screen, driving
Foot Controls	R	Driving
Balancing	O	On step stools
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Hearing	O	Communicating via telephone/radio, to co-workers/public
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Twisting	O	From computer to telephone
Talking	F	Communicating via telephone/radio, to co-workers/public
Other: Chlorine Gas	O	



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard Office Equipment, Microsoft Office, Internet, HANSEN, SCADA, GIS, and a variety of hand tools, small power tools, fork lift, crane

ENVIRONMENTAL FACTORS:

C	F	O	R	N		D	W	M	S	N
Continuously	Frequently	Occasionally	Rarely	Never		Daily	Several Times per Week	Several Times per Month	Seasonally	Never
-Health and Safety Factors-						-Environmental Factors-				
Mechanical Hazards					F		Extreme temperature			S
Chemical Hazards					F		Wetness and/or humidity			S
Electrical Hazards					O		Respiratory hazards			M
Fire Hazards					R		Noise and vibration			M
Explosives					R		Physical hazards			D
Communicable Diseases					O					
Physical Danger or Abuse					R					
Other: Chlorine gas					O					

PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear, hard hats, gloves, safety glasses, safety harness, reflective vest, SCBA's

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			F
Emergency Situation			O
Frequent Change of Tasks			O
Irregular Work Schedule/Overtime			O
Performing Multiple Tasks Simultaneously			O
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Treatment Plants	X
Recreation/Neighborhood Center			