

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE: Chief Plant Operator- Job Description**

**POLICY NUMBER: 2390**

**ADOPTED: September 24, 2012**

**REVIEWED: 08//22/13, 07/14/15, 04/12/16, 09/13/16, 03/11/20**

**REVISED: 08/10/15, 10/10/16, 03/23/20**

**2390.10** The position of Chief Plant Operator is a part-time position under the Fair Labor Standards Act. The Chief Plant Operator is hired by the General Manager and works under the general direction of the District's General Manager, the Chief Plant Operator administers and oversees the sewer lagoons.

**2390.20** Knowledge of:

**2390.21** State and Federally mandated waste water lagoon operations and maintenance.

**2390.30** Ability to:

**2390.31** Compile and prepare written reports.

**2390.32** Communicate effectively orally and in writing.

**2390.33** Reads road maps, instructions, work orders, safety manuals, letters, reports, memos, messages, etc.

**2390.34** Writes reports, memos, messages, and fills out information forms.

**2390.35** Math: Ability to perform basic math calculations. Ability to count and measure.

**2390.36** Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

**2390.40** Education/Experience Required

Education equivalent to graduation from high school.

**2390.50** License/Certificates

Must possess and maintain a Grade I or higher Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board. Must possess a driving record acceptable to the District's insurance carrier.

**2390.70** Responsibilities

**2390.71** Inspect the waste water lagoons for compliance, oversee regular testing of MCSD Operators performing the tests, inspecting and recording data in the Wastewater Log, review weekly Dissolved Oxygen Tests and makes recommendations regarding waste water lagoons operations.

**2390.80** Basic Work Hours

The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Chief Plant Operator, however, does not hold set hours and is expected to work the hours necessary to effectively administer the testing of the waste water lagoons. The Chief Plant Operator is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

**2390.90** Essential Job Duties

The Chief Plant Operator is required to work the hours necessary or required to complete necessary job functions.

**2390.91** Assures maintenance of applicable logs and records.

**2390.92** Supervises and evaluates subordinates.

**2390.93** Reports to the District General Manager, interfacing with the District's advisory and public groups as necessary.

**2390.94** Does other related work as required.

**2390.110** Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**2390.111** Task: Gives supervisory direction to, and assists individual employees and crews in performing tasks related to the waste water lagoons and testing of.

Physical Demand: Close and distance vision, color perception, hearing, clear speech,

use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.), and driving vehicle.

**2390.112** Task: Prepares hand written and type written reports, forms, etc. as required to document work performed and maintain compliance with the various laws and standards.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

### **2390.120** Environmental Demands

**2390.121** Outside: Always works outside in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

**2390.122** Fumes/Gases: Exposure to fumes from internal combustion engines, exposure to fumes from sewer gasses and weed control chemicals.

**2390.123** Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

### **2390.130** Mental Requirements

**2390.131** Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals

**2390.132** Social Skills: Ability to relate cooperatively with members of the public and District personnel.

**2390.133** Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

**2390.140** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.