

<b>CITY OF THE COLONY</b> Status: Non-Exempt Supervised By: Wastewater Supervisor	<b>Lead Operator</b>	<b>Wastewater Department</b>  Revised: August 2014
--	----------------------	--

**JOB SUMMARY**

Supervises operations and maintenance of the City's Wastewater Treatment Plant and related Lift stations, under the direction of Wastewater Plant Supervisor. Demonstrates and provides good customer service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Primary duty is treating the community's sewage through supervision of plant, lab, liftstation and maintenance operations.
2. Conducts and supervises all required laboratory in-house testing for regulatory and process control parameters.
3. Works closely and provide backup for department supervisor in personnel, budgeting and planning department operations.
4. Provides training of new personnel.
5. Writes and updates procedure manuals, including equipment PM maintenance schedules.
6. Lifts and carries up to 100 pounds, and pulls, pushes, or drags up to 150 pounds. Sits, stands, stoops, or twists for extended periods of time while supervising or participating in wastewater treating or collection, works both indoors and outdoors in extreme temperatures including heat, cold and inclement weather.
7. Able to climb and descend ladders.
8. Some exposure to dust, odor, electrical, mechanical and toxic hazards using proper safety precautions.
9. Ability to communicate effectively and courteously with the public and City employees in person, in writing, by telephone and via email.
10. Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge of electrical, electronic and mechanical trades and good knowledge of laboratory procedures and regulatory requirements. Ability to purchase materials and equipment. Equipment maintenance knowledge and leadership skills.

**EDUCATION, EXPERIENCE AND CERTIFICATION**

High School diploma or GED. Requires a State of Texas class "C" Wastewater Certification. Prefer a State of Texas class "B" certificate or ability to obtain within six months of employment. Three years experience in wastewater or related field including 3 years of direct supervision. College is helpful. Valid Texas Drivers License with acceptable driving record.

**CERTIFICATION**

Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: