**Summary Objective**

The purpose of this position is to provide leadership for all water plant employees, under the direction of the superintendent and act as supervisor in his/her absence. The Lead Water Plant Operator plans, coordinates, and supervises water treatment plant operations, the work of plant operators, reviewing plant data, ensuring quality of drinking water for public use, and ensuring compliance with permit requirements.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

* Ensures efficient and consistent day-to-day functions within the water treatment plant, the safety of the operators and maintenance workers, high-quality water, and acting as liaison between upper management and general employees within the department.
* Assists Water Production Superintendent in directing the operations of the water treatment plant operations in accordance with all established regulations, standards, and procedures; primary treatment systems consist of lime softening; ancillary systems consist of raw water supply wells, air stripping, chloramine disinfection, chemical feed systems, filters, finished water storage and pumping facilities, and waste/by-product disposal
* Assists Superintendent in developing methods, policies, and procedures to ensure efficient plant operations.
* Identify areas/processes where operational efficiencies can be improved and strategize and implement plans for improving those processes and efficiencies
* Plans, assigns, directs, and evaluates subordinates work and job performance; informs and advises Superintendent of all pertinent matters related to the operations of Water Production facilities; participates in interviewing applicants for employment at Water Production Division.
* Monitors inventory levels of department equipment, chemicals, uniforms, and supplies; ensures availability of adequate materials to conduct work activities; initiates purchase for new or replacement materials; supervises and assists with receipt of incoming deliveries and delivery of chemicals/materials to appropriate location. Orders all chemicals for water treatment process; responsible for annual fixed assets report.
* Compiles information and statistical data to prepare various reports/forms relating to water treatment plant operations; analyzes data and identifies trends; prepares data graphs, production reports, pilot testing reports, well reports and other documents; prepares lime softening operating data reports; submits applicable reports to supervisory staff.
* Select pumps, motors and other equipment as needed, per the superintendent, at remote stations and at the water plant. Monitor equipment operation.
* Oversees general cleaning/maintenance tasks necessary to keep plant facilities, equipment, and tools in operable condition, which may include inspecting equipment, calibrating equipment, performing minor repairs, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
* Performs administrative tasks; operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, desktop publishing, water system operations program, Internet, or other computer programs; performs basic maintenance of computer system and office equipment; provides staff training in use of computer systems; coordinates service/repair activities as needed.
* Performs related work as assigned.

**Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires four years of experience in the management, operation, and maintenance of water treatment plants; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**Preference for those with:** Operating/maintaining a five (5) Million Gallons Daily (MGD) or larger lime softening water treatment plant and demonstrated knowledge of mechanical/electrical/structural basics; proficiency in both manual and automatic lime softening water treatment plant operations; proficient understanding of water treatment fundamentals (e.g. breakpoint chlorination, lime carryover, nitrification); experience with nanofiltration treatment; training new employees in plant safety/operations/maintenance; using MS Office Suite programs and iFIX software. Also desirable: Knowledge of modern laboratory techniques/procedures as related to Department of Environmental Protection (DEP) requirements **(must specify on application)**

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

* Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

**Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

* Involves routine and frequent exposure to: bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; extreme noise levels; animals/wildlife; vibration; fumes and/or noxious odors; traffic; moving machinery; electrical shock; heights; exposure to radiation; disease/pathogens; toxic/caustic chemicals.

**Special Certifications and Licenses:**

Class A license in Drinking Water Treatment; Florida Department of Environmental Protection

**Americans with Disabilities Act Compliance**

The City of Riviera Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.