

## Employment Opportunity - Equal Opportunity/Affirmative Action Employer

The city believes a diverse work force adds quality and perspective to services we provide to the public.



**On-Line:** [www.bouldercolorado.gov](http://www.bouldercolorado.gov)

**Phone Number:** (303) 441-3070

**Fax Number:** (303) 441-3049

**Street Address:**

**Mailing Address:** P.O. Box 791, Boulder, CO 80306

1101 Arapahoe, 1<sup>st</sup> Floor, Boulder, CO 80302

**An application is required for all city of Boulder jobs.**

**Applications must be received by noon at 1101 Arapahoe on the closing date. No exceptions.**

Requisition ID:	<b>2497</b>
Position code:	<b>7428</b>
Job Title:	<b>Chief Plant Operator</b>
Department:	<b>Public Works/Utilities/Wastewater Treatment</b>
Hiring Range:	<b>\$24.18 - \$29.02 per hour (DOQ)</b>
Salary Range:	<b>\$24.18 - \$38.68 per hour</b>
Grade:	<b>BMEA-J</b>
Work Schedule:	<b>Full time. Hours to be determined to fill 24 hour plant coverage. Includes nights, holidays and weekends.</b>
Application Deadline:	<b>Thursday, June 4, 2009</b>

### **JOB EXPECTATION:**

The Department of Public Works is committed to providing excellent customer service and our employees are expected to:

- be effective communicators
- act with a high level of integrity; and
- be responsible and accountable for their words and actions.

### **OVERALL JOB OBJECTIVE:**

Under limited supervision, to operate the wastewater treatment plant and cogeneration facility, to appropriately react to changing treatment process conditions, to perform routine maintenance and minor repairs of plant equipment, and to perform related duties as required.

1. Operates the plant in accordance with state and federal water quality regulations. Maintains a working familiarity with the plant NPDES permit and pending regulatory changes. Maintains a Colorado Class A Wastewater Treatment Plant Operators' Certification and updates job knowledge as necessary.
2. Controls and monitors mechanical, biological, and chemical wastewater treatment processes and cogeneration facility. This includes the following:
  - Regulates, calibrates, and/or adjusts preliminary treatment process, clarifiers, activated sludge system including all subsystems, gravity thickeners, dissolved air flotation thickeners, anaerobic digesters, cogeneration facility operation, chemical feeders, pumps and valves to control liquid stream and solids stream treatment processes.
  - Utilizes Supervisory Control and Data Acquisition (SCADA) instrumentation and direct observation to continuously monitor and interpret data transmitted from local and remote equipment locations. Uses data, as well as plant schematics and O&M manuals, to identify, locate, and resolve treatment problems.
  - Plans for, practices, and responds to emergencies including but not limited to power outages, chemical spills, and equipment failures. Provides first response troubleshooting of equipment and processes when emergencies arise.
  - Utilizes phase contrast microscope for analysis of process microorganism species.
  - Makes appropriate process changes based on data and treatment goals.
  - Performs studies of treatment systems in conjunction with Process Optimization Specialist.
  - Performs routine laboratory analyses and adjusts treatment processes based on laboratory results.
  - Loads, unloads, and regulates treatment chemicals and supplies.

- Assists maintenance staff in joint maintenance/operations activities.
  - Performs preliminary troubleshooting of equipment problems and prepares equipment for work requiring more extensive repair.
  - Assists in maintaining facilities and property, including cleaning and upkeep of process buildings and equipment.
3. Oversees treatment and cogeneration operations on assigned shifts. This includes the following:
    - Acts as backup for Treatment Plant Supervisor in his/her absence.
    - Prioritizes workload, develops work schedules, and coordinates the work of other Plant Operators.
    - Ensures adequate shift coverage for 24-hour operation, which includes filling shifts as necessary and/or calling in coverage and working until sufficient coverage is onsite.
    - Communicates operational information to management team.
    - Maintains inventory of operations laboratory supplies and orders supplies as needed.
    - Maintains and troubleshoots automatic samplers, on-line analyzers, and laboratory equipment.
    - Trains operators in plant operational procedures.
    - Assists with the coordination of joint maintenance and operations staff projects.
  4. Maintains logs and records of plant data, including entering and retrieving data on a personal computer (PC), reviewing and signing off on all logs at the end of the shift, and ensuring that logs are complete. Analyzes data utilizing trending and statistical tools.
  5. May direct and review the work of other operation staff including "A" through "D" certified operators and operator trainees.
  6. Serves on various plant committees and projects such as safety, risk management plan, emergency response, plant design review, and treatment optimization studies. May take the lead role on committees and projects as requested and develop appropriate reports and summaries.
  7. Acts as lead person in directing and completing non-routine work projects including planning, purchasing supplies, coordinating the work effort, and communicating with other appropriate work groups.
  8. Assists with the development of the annual operations work plan. Assists in formulating and updating standard plant and process operating procedures including development and implementation of safety related procedures and programs.
  9. Remains alert to conditions and events occurring at the Wastewater Treatment Plant indicating anticipated or needed maintenance and repair. Assists in and performs troubleshooting of plant processes to improve overall treatment efficiency and quality.
  10. Assists in maintaining a clean and safe work environment, including monitoring work in progress to pinpoint hazards.
  11. Responds to questions from the public and conducts plant tours as necessary. Assists university students with plant-related research projects.
  12. Works variable, rotating shifts including nights, weekends, and holidays.
  13. Other:
    - Performs related duties as required to meet the needs of the city.
    - Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
    - Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.
    - Conducts job duties with a continuing awareness of the environmental implications of decisions and a focus on providing municipal services in a sustainable manner.

Generally duties are listed from most to least critical or time consuming.

The city of Boulder is committed to hiring employees who provide excellent customer service. Our employees act with a high level of integrity, and take responsibility for their words and actions.

City of Boulder employees strive to respect and appreciate each individual's differences, and to work effectively with all people and their diverse backgrounds. We support candid and honest interactions, which respect other

points of view, and are sensitive to communication differences. We achieve organizational goals through inclusive problem solving, planning, and decision-making. Community partnerships are included in this effort.

**REQUIRED MINIMUM QUALIFICATIONS:**

High school diploma. Colorado Class A Wastewater Treatment Plant Operators' Certification. Minimum of four years wastewater treatment operations experience. Must be able to work under minimal supervision and exercise good judgment. Demonstrated team building and conflict resolution skills. Possess good verbal and written communication skills, and good organizational and problem solving skills. Mechanical aptitude. Physical ability to work in an industrial setting to work in and around areas of limited access and confined spaces requiring standing, walking, bending, and kneeling; ability to use ladders, stairs, underground vaults, cat walks, and scaffolding; ability to lift up to 50 pounds; ability to hear audible alarms at 80 dB and higher; visual acuity, manual dexterity in using precision and no-precision hand tools, power tools, and technical devices; ability to use all required safety equipment including SCBA for gas chlorine and sulfur dioxide response; an ability to train others in the use of, storage of, and routine maintenance of safety equipment. Ability to use technical devices for sample measurement and equipment calibration. Ability to work variable and rotating hours, including evening shifts as well as being the sole operator on duty. Valid Colorado driver's license. Have and maintain acceptable motor vehicle record. Basic certification in first aid and CPR.

**DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:**

Associate degree in related field. A minimum of four years experience working at the City of Boulder Wastewater Treatment Plant. Hazardous chemical response. Process optimization experience, electrical and mechanical troubleshooting experience. Training/certification in cogeneration operation. Certification in collection system operation.

**WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:**

Physical and Mental Effort: See "required minimum qualifications" section for additional information.

Also requires ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Work Environment: Works in an industrial setting subject to continuous interruptions and background noises.

Machines and equipment used include, but are not limited to the following:

City vehicle, front end loader, laboratory equipment, phase contrast microscope, sampling and monitoring equipment, hand tools, power tools, cell phone, long-handled tools, personal computer, and various software programs including Supervisory Control and Data Acquisition (SCADA), plant operational data management system (OPS SQL), and Microsoft desktop applications.

**ACCOMMODATIONS:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

**NOTICE FOR JOBS REQUIRING DRIVING**

Job applicants for positions requiring a valid driver's license are required to obtain a copy of their driving records if invited to interview for the position. This is in order to satisfy policy requirements for City employees whose job duties require driving. You can obtain your record through any Colorado Department of Motor Vehicles Office for a cost of \$2.20. Please be advised that you must show your driver's license when making the request. Information about the Boulder motor vehicle office is as follows:

Driver's Licensing  
Colorado Department of Motor Vehicles  
2850 Iris Ave.  
Boulder, CO

303-442-3006

This office is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Be at the counter no later than 4:30 p.m. to allow DMV staff time to process your request by 5:00. Plan to wait in line for up to 30 minutes for your driving history. The office is generally least busy Wednesday and Thursday mornings between 8:00 a.m. and 9:30 a.m.

Please be advised that State of Colorado law requires residents obtain a Colorado driver's license as follows:

Per C.R.S. 42-1-102 (81), any person who owns or operates a business in Colorado or who has resided within the state continuously for 90 days or who has obtained gainful employment within the state, whichever shall occur first, is considered a Colorado resident.

A student is defined as any non-resident who is temporarily residing in Colorado for the PRINCIPAL purpose of furthering his/her education and is considered a nonresident for tuition purposes.

Non-residents may obtain out-of-state driving records through the state issuing the license. If you are a non-resident, you may need to give your permission for a representative to obtain your out of state motor vehicle records.

Applicants will be eliminated from further consideration for any position for which driving is required if their driving record indicates any of the following violations and convictions within the past 24 months:

- **One or more convictions involving eight or more points**
- **Three moving violation convictions of any type**
- **A suspended or revoked license.**

After the hiring supervisor reviews your records and determines that you have successfully met the above city of Boulder policy standards, the hiring supervisor will return your driving record to you and you will continue with your job interview. If you are selected for the position, you will be required to submit your driving record at your pre-employment meeting at the Human Resources Department. It will then become a part of your confidential employee file located in the Human Resources Department. Thereafter, you will be required to submit a current driving record for review at regularly scheduled intervals as required by City of Boulder driving policy.