

# Operator Lead

## JOB DESCRIPTION

Business Unit / Location: Moncton WTP	Position Code: <b>Benchmark</b>
Department: Plant Operations	Prepared by: R. Bennett Last Update: April 07, 2021
Managed by (Title): Project Manager	FLSA Status: Non-Exempt
Department Approval	HR Approval

### SUMMARY

Consistently leads an assigned team to operate water treatment, maintain processing, disposal and testing equipment in water treatment facility to purify water to meet permit requirements and operational requirements.

### KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED TO CARRY OUT THE JOB

#### Technical Knowledge, Years of Related Experience, Certifications Required, Equipment and/or Systems Experience

High School education or equivalent with the ability to read, write and comprehend English (operational, process, safety and quality instructions). Must have the ability to perform basic math equations. Environmental / Civil / Chemical Technologist  
Typically holds a high level water treatment certificate. (Requires minimum Class one watertreatment plant operators license as required by regulatory agencies at site).  
Over five years experience in a related position and environment with knowledge of the methods, techniques, and practices of water treatment. Regulatory Knowledge –Clean Drinkinhg Water Act. Demonstrates ability to mentor, coach and train others to identify cost effective solutions. Must demonstrate ability to use computer programs for preparing work orders, work related reports, charts, graphs and data submittal requirements.  
Must demonstrate proficiency in the care and use of all site specific, facility required PPE (Personal Protection Equipment), including respirators, gas detectors, confined space equipment, etc).  
Must consistently demonstrate the ability to operate all machines and equipment meeting or exceeding processing and quality targets under general supervision.  
Must demonstrate ability to efficiently operate all equipment in facility which may include pumps, engines, centrifuge, generators, valves, gates, mixers, conveyors, blowers, dryers, chemical feed, odor control, disinfection equipment, vacuum filters, belt presses and measuring devices, testing equipment, material handling equipment.  
Must have the ability to diagnose process problems regardless of complexity, troubleshoot process control instrumentation equipment and related systems and take corrective action within policy and procedure limitations.  
Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily. On-call every third or fourth week. Be within 30 minutes of the plant to respond to after hours alarms.  
Must be available to consult with other operators after hours  
Must be able to serve emergency on-call if required by site.  
Must possess a valid driver's license and a safe driving record.

### TRAINING REQUIRED

#### What training will an employee require to successfully perform the duties of the position?

Employee Orientation, Departmental Operating Procedures, Safety, OSHA & Quality Training. Highest level state certification for water treatment required by regulatory agency at site.  
Must achieve a Class 4 water designation  
Forklift certification, Confined Space Attadent, Entry and Rescue. SCBA, First Aid, WHMIS

Team Leader / Supervisory Training. Cross-training if feasible. May perform more advanced functions as part of training and development.		
Learning Curve: How much time is required to effectively perform the job? <input type="checkbox"/> 0-3 months <input type="checkbox"/> 3-6 months <input checked="" type="checkbox"/> 6-9 months <input type="checkbox"/> 9 months to 1 year <input type="checkbox"/> 1 - 1 ½ years <input type="checkbox"/> 1 ½ to 2 years <input type="checkbox"/> 2 to 3 years		
<b>E or N</b>	<b>MAIN ACTIVITIES CARRIED OUT</b>	<b>% OF TIME</b>
	<b>Identify the major tasks accomplished by this job. Identify % of time spent on each and whether activity is an E- essential function or N – non-essential function of the job.</b>	
E	In conjunction with supervisor, or in his/her absence, reviews daily team requirements. Oversees work assignments to ensure that schedules are met. Provides feedback to Supervisor on labor, material and equipment demands needed to achieve schedule.	10%
E	Monitors work assignments and ensures that team members are meeting or exceeding production and quality standards. Coaches and trains team members to increase skill level and to improve productivity, safety, quality and processes in a cost effective manner. Trains team members to troubleshoot and resolve problems.	15%
E	Provides technical guidance, troubleshoots, resolves or coordinates resolution of technical issues/problems on a pro-active basis. Models and teaches finding cost effective solutions to tasks.	15%
E	Procurement requisitions, charts, graphs and data submittal requirements in an accurate and timely manner.	5%
E	May assist with safety training. Ensures that safety awareness is on going, that good housekeeping is practiced and that environmental and safety regulatory requirements are met. Reports potential problems to supervisor on a timely basis.	5%
E	Performs duties of Operator III as required. Maintains working relationship with suppliers and contractors. Maintain process instrumentation includes calibration, maintenance and replacement. Obtain quotes for equipment upgrades, research upgrades for the best fit and price. Work hand in hand with maintenance department to plan daily activities, repairs and upgrades. Work directly with programmer on process upgrades and changes within the PLC or SCADA screens. Plan and organize major activities such as reservoir cleaning, media replacement and shutdowns.	50%
N	<b>SPECIFIC ACTIVITIES (INTERMITTENT, ON AN OCCASIONAL BASIS, ETC.)</b> Assists in other areas of plant as needed. Maintenance, procurement, research	

<b>SCOPE AND IMPACT OF THE JOB</b>	
<b>Revenue or budget managed: \$ 0 Investments decided upon / managed:</b> none at this level	
<b>Number of Direct Reports: 0</b>	<b>Number of Indirect Reports: 0</b>
<b>Titles of Reports:</b> n/a	
<b>Nature of Supervisory Responsibility:</b> <u>Consistently serve as a lead:</u> Assigns, monitors & reviews accuracy of work, no authority for personnel actions, work time is spent performing many of same duties of those in group. Models and teaches compliance with all work practices, policies and procedures.	
<b>Degree of supervision received or the degree of autonomy given: The degree to which supervisor outlines the methods to be followed or results to be obtained and checks work or progress.</b> Receives intermittent supervision: Objectives, priorities and deadlines are defined. Assistance is given with unusual situations that do not have clear objectives. Plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices. The supervisor reviews progress versus detailed check for technical adequacy and conformance with practice and policy.	
<b>Complexity of Duties and Decisions: The extent to which duties are guided by standard policy, practice or precedents or the amount of resourcefulness and planning and creative effort in devising new methods, policies, policies, procedures, products or original application.</b> Must follow established operational, process control, safety and emergency response procedures. Must adhere to specifications and production schedule.	

Frequently recommends or adapt procedures, techniques, tools, material and/or equipment to meet special needs. Is expected to suggest process improvements to enhance safety, productivity and cost effectiveness.

**Initiative: Describe the ingenuity, creative imagination or original thought that is expected of the job.**  
 Acts to prevent conditions from getting out of hand or to resolve an issue as they see fit and reports immediately. Is preauthorized to cope with issues and then report the results of their actions right away.

**How errors detected and what is possible impact of those errors?**  
 Is responsible for accuracy and timeliness of work in assigned unit. Errors may have significant impact in the areas of quality, safety and cost effectiveness of team.

**INTERPERSONAL / COMMUNICATIONS**

**Indicate internal and external contacts and purpose of contacts.**

Frequent contact with plant operators and other personnel in order to understand problems and training needs.

Frequent contact with plant supervisory / management team to provide input in operational or personnel issues.

May have client contact to give or receive information and to resolve issues.

**WORK ENVIRONMENT AND DEMANDS**

**List the work environment and physical demands encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Work Environment:**

Spends 100% of time in operations environment. May need to work outside in inclement weather conditions and drive company vehicle to perform duties. May serve rotational 24 hour emergency on-call.

**Possible Work Hazards:**

May be exposed to possible operations hazards including dust, fumes, toxic and caustic chemicals, heavy machinery, high pressure, hot or cold temperatures, slippery surfaces, water and electrical equipment hazards.

**Physical Demands:**

Amount of time spent – Standing 25%, Walking 75% for as many as five miles per shift.  
 While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch and enter confined spaces. May be required to use ladders or stairs.  
 The employee must lift and/or move up to 50 pounds (occasionally 60 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Requires close visual observation to detect process non-conformance and machine malfunction.

*This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees are expected to perform tasks as assigned by supervisory personnel, regardless of job title or routine job duties.*