

**CITY OF MANTECA****LEAD WASTEWATER PLANT OPERATOR****Department:** PW/Wastewater**Bargaining Group:** General Services**Effective Date:** July 1, 2025**FLSA Status:** Non-Exempt**Revision History:** N/A**BASIC FUNCTION:**

Under general supervision of the Wastewater Operations Supervisor or designee, the Lead Wastewater Plant Operator leads and coordinates daily operational activities at the Wastewater Quality Control Facilities. This position oversees treatment processes, monitors plant equipment and systems, ensures regulatory compliance, and provides technical guidance and training to wastewater operations staff. The Lead Operator assists in managing emergency response activities and plays a key role in maintaining optimal wastewater treatment plant performance and safety.

**DISTINGUISHING CHARACTERISTICS:**

The Lead Wastewater Plant Operator is the advanced, lead-level classification in the Wastewater Plant Operator series. This role differs from the Wastewater Plant Operator III by its lead responsibilities, including scheduling, training, and oversight of plant staff, as well as acting as a technical resource for complex operational issues. The position requires a comprehensive understanding of wastewater treatment processes, regulatory requirements, and facility equipment, along with the ability to lead and motivate personnel. This class is distinguished from the Operations Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned operations functions within the department.

**REPRESENTATIVE DUTIES:****ESSENTIAL DUTIES:**

Lead, assign, and monitor the work of wastewater operations personnel, ensuring adherence to regulatory standards, safety protocols, and plant operational procedures.

Monitor, adjust and test wastewater quality at the Wastewater Quality Control Facilities; take readings of various meters for pressure, flow and water levels to meet all State and Federal regulatory requirements.

Maintain proper wastewater quality levels according to established guidelines; assure proper procedures for obtaining, handling and transporting wastewater samples; test, record and adjust equipment in response to wastewater quality characteristics; utilize appropriate lab equipment.

Perform complex troubleshooting and resolve operational issues related to equipment, treatment processes, and water quality.

Responsible for assigning, scheduling, and ensuring the completion of preventive maintenance (PM) tasks by assigned staff. This includes tracking PM progress, verifying task completion for accuracy

and quality, and following up on any deficiencies.

Plans, coordinates, and executes construction-related outages, isolation of equipment and processes, and major maintenance shutdowns

Maintain accurate operational records, laboratory test results, and regulatory reports; assist in preparing compliance documentation for regulatory agencies.

Monitor facility equipment and systems including valves, pumps, motors, tanks and gauges; adjust equipment as necessary; perform skilled maintenance and minor repairs as appropriate; refer major repair needs to appropriate personnel.

Monitor and adjust chemical dosages for wastewater effluent; perform maintenance on pumps, including changing oil, lubricating and changing the packing; maintain and service injectors and chlorinators throughout the system; replace filters as needed.

Receive and log phone calls from members of the community concerning wastewater problems; respond to inquiries and provide information; resolve issues as appropriate; arrange for service dispatch as needed.

Maintain the Wastewater Quality Control Facilities in a clean, orderly and safe condition.

Operate a tractor, skip loader and various hand and power tools; utilize welding equipment as necessary; operate a computer and assigned software.

Operate, monitor, and optimize a BioCNG production facility, including advanced control of biogas upgrading systems, gas compression, storage, and dispensing infrastructure. Ensure compliance with regulatory and safety standards, lead troubleshooting and root cause analysis, implement process improvements, and coordinate maintenance activities.

Respond promptly to emergency situations including plant alarms, equipment failures, and community complaints.

Provide technical training, work direction, and performance feedback to plant staff.

Participate in special projects, system upgrades, and continuous improvement initiatives.

Attend meetings and in-service training sessions as assigned.

Respond to emergency call outs; participate in mandatory on-call rotation

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Advanced principles, practices, and methods of wastewater treatment and plant operations, including process control and optimization.

State and Federal wastewater regulations, permits, and compliance reporting requirements.

Operation, maintenance, and troubleshooting of wastewater plant equipment and instrumentation.

Laboratory testing techniques and water quality analysis procedures.

Safety regulations and best practices specific to wastewater treatment facilities.

Supervisory principles such as training, scheduling, and performance evaluation.

Accurate recordkeeping and reporting procedures for plant operations.

Computer applications relevant to plant control systems and data management.

Oral and written communication skills.

Ability to operate and control a BioCNG facility, including monitoring system performance, adjusting process parameters, troubleshooting operational issues, and ensuring compliance with safety and environmental regulations

**ABILITY TO:**

Lead, train, and guide wastewater operations personnel to ensure safe and efficient performance.

Monitor, adjust, and optimize treatment processes and plant equipment for compliance and efficiency.

Diagnose and resolve complex operational and equipment problems.

Understand and apply regulatory standards and operational policies.

Maintain thorough and accurate records; prepare detailed reports.

Operate and maintain specialized tools, equipment, and computer systems.

Communicate effectively with staff, supervisors, regulators, and the public.

Work independently, exercising sound judgment especially during emergencies.

Foster a positive, safe, and collaborative work environment.

Report to work every scheduled workday.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years journey-level

experience at the level of Wastewater Plant Operator III.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid California Wastewater Treatment Plant Operator Grade IV certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes and odors.

Subject to noise from equipment operation.\

**PHYSICAL DEMANDS:**

Dexterity of hands to operate assigned tools and equipment.

Sitting or standing for extended periods of time.

Seeing to monitor systems and test samples.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Hearing and speaking to exchange information.

**HAZARDS:**

Exposure to gases, vapors and odors.

Contact with raw sewage and associated toxic fumes.

Infectious materials from wastewater.

Hot and Cold temperatures

Inclement weather conditions

Confined Spaces

Chemicals

Mechanical and/or Electrical Hazards

Heights