



City of Casper
Water Treatment Plant Lead Operator

SALARY	\$5,907.17 - \$8,269.75 Monthly \$70,886.00 - \$99,237.00 Annually	LOCATION	Water Treatment Plant - Casper, WY
JOB TYPE	Full-Time	JOB NUMBER	1190-02
DEPARTMENT	Public Services Department	DIVISION	Waste Water Treatment Plant (531)
OPENING DATE	09/08/2023	CLOSING DATE	9/24/2023 11:59 PM Mountain

Class Summary

Water Treatment Plant Lead Operator

Salary Range: \$70,886 - \$99,237 Annually

WE ARE
HIRING

Incumbents are responsible for leading daily operations of the water treatment plant.

- **EDUCATION and EXPERIENCE**
 - High school diploma or equivalent (G.E.D.) required.
 - A minimum of two (2) years of continuing education at a trade school, community college or university.
 - Bachelor's Degree preferred.
 - Minimum of two years of experience working as a supervisor OR four years of experience working as a Water or Wastewater Treatment Plant Operator IV.
 - Minimum of three years of increasingly responsible experience in Water Treatment Plant or Wastewater Treatment Plant operations or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- **LICENSING and CERTIFICATIONS**
 - Possession of a valid Wyoming driver's license preferred.
 - Possession of, or ability to obtain, a Level IV Water Treatment Operator license through the Department of Environmental Quality (DEQ) in the State of Wyoming, within twelve (12) months of hire.

Apply at: www.casperwy.gov

Assigned to: Water Treatment Plant

Incumbents are responsible for leading daily operations of the water treatment plant.

REPORTING STRUCTURE: Receives general supervision from the Water Treatment Plant Manager and higher level supervisory staff.

Typical Class Essential Duties

1. Supervises assigned staff to include: authorizes time-off; approves payroll and hiring; prioritizes and assigns work; ensures that training and development is provided to staff; provides consistent accountability with disciplinary actions (as warranted), in addition to maintaining a healthy and safe work environment.
2. Monitors and ensures operational compliance with applicable laws, regulations and standards.
3. Prepares a variety of operational records, compliance reports, and related documentation.

4. Monitors plant materials and supplies; orders materials and supplies when levels are low.
5. Approves work order requests; develops and maintains a preventive and corrective maintenance database; resolves unusual or complex operating issues; identifies areas for improvement.
6. Assists in the implementation of goals and objectives; establishes schedules and methods for providing water treatment plant operations and maintenance; recommends and helps prepare a new/replacement capital improvement plan.
7. Assists with budget preparation and administration; prepares costs estimates and justifications for budget items; submits and approves invoices for payment and monitors expenses to align with budget allocated.
8. Keeps current on new trends and innovations in water treatment.
9. Responds to and resolves citizen concerns and complaints.
10. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
11. Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

Knowledge of:

- Skilled technical duties in the operation and maintenance of a water treatment plant.
- Inspection and maintenance principles
- Water treatment methods, materials, tools, and equipment.
- Laboratory testing procedures.
- Chemical solutions.
- Safe work methods and standards.
- Operational characteristics, services and activities of a water treatment plant.
- Current trends and innovations in water treatment operations.
- Applicable Federal, State, Local and City government codes, rules and regulations relating to the various aspects of water treatment operations.
- Public relation principles.
- Record maintenance systems and techniques.
- Mathematical and statistical principles.
- Customer service principles.
- Computers and related software applications.
- Basic principles of municipal budgeting preparation and control; inventory principles.
- Principles of supervision, training and performance evaluations.

Abilities (position requirements at entry):

Ability to:

- Routinely demonstrate the City of Casper core values.
- Follow all City safety rules and procedures and immediately respond to/investigate observations or employee reports of accidents/incidents or unsafe conditions.
- Perform the most difficult and complex duties related to water treatment.

- Fill out appropriate records and forms; compile data into written reports in order to comply with plant, Wyoming Department of Environmental Quality, and EPA compliance.
- Work rotating shifts.
- Read meters and gauges correctly and act quickly and competently.
- Recognize and react to treatment process changes and demands.
- Work according to safety standards under potentially hazardous conditions.
- Coordinate the work of personnel.
- Interpret and explain City policies and procedures.
- Provide leadership and direction.
- Manage projects and programs efficiently.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Follow applicable federal, state, and local laws, rules, and regulations.
- Communicate effectively verbally and in writing.
- Follow written and verbal instructions and direction.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skills (position requirements at entry):

Skill in:

- Inspecting, maintaining, and cleaning equipment.
- Collecting and testing samples.
- Recording readings.
- Delegating and prioritizing work.
- Conflict resolution.
- Monitoring, training, and developing employees.
- Technical writing.
- Time management.
- Project management.
- Providing customer service.
- Performing mathematical and statistical calculations.
- Basic principles of budgeting.
- Compiling, analyzing, and summarizing information.
- Oral and written communication, sufficient to exchange or convey effective information and to give/receive work direction.
- Operating modern office equipment, software and operating systems/applications.

Training, Experience & Certifications

EDUCATION and EXPERIENCE

- High school diploma or equivalent (G.E.D.) required.
- A minimum of two (2) years of continuing education at a trade school, community college or university.
- Bachelor's Degree preferred.
- Minimum of two years of experience working as a supervisor OR four years of experience working as a Water or Wastewater Treatment Plant Operator IV.
- Minimum of three years of increasingly responsible experience in Water Treatment Plant or Wastewater Treatment Plant

operations or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING and CERTIFICATIONS

- Possession of a valid Wyoming driver's license preferred.
- Possession of, or ability to obtain, a Level IV Water Treatment Operator license through the Department of Environmental Quality (DEQ) in the State of Wyoming, within twelve (12) months of hire.

Supplemental Information & Physical Requirements

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment subject to extensive background investigation, including polygraph and psychological examination.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test. Applicants who have failed a pre-employment screen or have been terminated from the City of Casper are ineligible for employment consideration for 12 months. You will become eligible for consideration 12 months from the date of your incident (pre-employment screen or termination).

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical and Environmental Conditions:

City of Casper employees in data creation and modification, security sensitive or safety and protective positions are subject to pre-employment drug testing. Some employees may be subject to random drug testing if their responsibilities include:

- Emergency response/rescue
- Handling or working with hazardous materials, including chemicals as well as solid and liquid waste
- Operating or maintaining water and wastewater systems
- Writing or modifying code, maintaining or modifying City data systems including work on networks, servers, and communication systems
- CDL operations and driving
- Operating power-driven machinery or equipment
- Creating or modifying health, financial, security and or risk documents or assessments
- Working with or directing minors

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, chemicals, extreme temperatures, and workspace restrictions.

Agency

City of Casper

Address

123 W 1st St
Suite 555 - Human Resources
Casper, Wyoming, 82601

Phone

(307)235-8344
(307)235-8421

Website<http://www.casperwy.gov>

Water Treatment Plant Lead Operator Supplemental Questionnaire

***QUESTION 1**

Which of the following best describes your level of education?

- Some High School
- High School Diploma or G.E.D.
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

***QUESTION 2**

How many years do you have of continuing education at a trade school, community college or university?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

***QUESTION 3**

How many years of experience do you have in wastewater treatment plant operations and maintenance?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years

- 5 years or more

***QUESTION 4**

Describe (in detail) your professional experience in the operations of a water or wastewater treatment plant. Please include specifics as to where you obtained your listed experience.

***QUESTION 5**

How many years of experience do you have in a supervisor capacity?

- None
- Less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years or more

***QUESTION 6**

Describe (in detail) your supervisory experience. Please include specifics as to where you obtained your listed experience.

***QUESTION 7**

How many years of experience do you have working as a Water or Wastewater Treatment Plant Operator IV?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

***QUESTION 8**

Please describe the size of water treatment plants you have experience in:

***QUESTION 9**

Do you have possession of, or ability to obtain, a Level IV Wastewater Treatment Plant Operator license through the Department of Environmental Quality (DEQ) in the State of Wyoming, within 12 months of hire

- Yes, I possess DEQ a Level IV Wastewater Treatment Plant Operator license
- No, but I have the ability to obtain within 12 months of hire
- No. I do not have this license nor will I be able to obtain within 12 months of hire.

***QUESTION 10**

Do you currently possess a valid Wyoming driver's license?

- Yes
- No
- No, but I have the ability to obtain within 12 months of hire.

* Required Question